STATE OF NORTH DAKOTA

IDB Training Manual

SYSTEM OVERVIEW 3

ChartFields 3

Ledgers 4

Business Units 4

Journals 4

Effective-Dating 5

IDB PROCESSING OVERVIEW 6

IDB GL PROCESSING 7

Creating an IDB Journal 7
- Step 1: Enter and Save Journal Entry 7
- Step 2: Editing, and Budget Checking Journal Entries 14
- Step 3: Printing Journal Entries 16

Speedtypes 17
- Step 1 – Set Up SpeedTypes 17
- Step 2: Use the SpeedType in a Journal Entry 18

Copying Journal Entries 20
- Step 1: Prepare Copy Journal Request 20
- Step 2: Run the Copy Process 23

Journal Entry Delete 24
- Run Delete Process 24

Journal Entry Edit Errors 25

Standard Journal Entries 28
- Step 1: Create or Identify Model Journal Entry 28
- Step 2: Create or Identify the Schedule to be Used 28
- Step 3: Define Standard Journal Entry 30
- Step 4: Create Standard Journal Entries 32
- Step 5: Review Standard Journal Entries 33

Spreadsheet Journal Import 34
- Step 1: Create Spreadsheet 34
- Step 2: Importing the Journal Worksheet 39

IDB AP PROCESSING **42**

Voucher Creation **42**
Step 1 – Retrieve Voucher 42
Step 2 – Add Invoice Information 44
Step 3 –Invoice and Distribution Lines 46
Step 4 – Edit Payment Information 48
Step 5 – Edit Voucher Attributes 51
Step 7 – Voucher Budget Checking 53

Budget Checking Errors **56**

REVIEWING OPEN ITEM STATUS **63**

SYSTEM OVERVIEW

PeopleSoft General Ledger for Public Sector combines an integrated financial database with General Ledger accounting, budgeting, financial analysis, inquiry, and reporting features that meet the particular reporting and operational needs of State of North Dakota. PeopleSoft General Ledger centrally stores financial data for multiple Business Units while also maintaining unique accounting environments for them.

One of the significant features of PeopleSoft is the module integration. Financial transactions and data from all of the sub-modules (PeopleSoft modules other than GL) are eventually recorded in the GL for tracking and reporting purposes. The GL can process and record journals created almost entirely from controlled processes thus reducing the occurrence of user error.

Some of the key features of the PeopleSoft General Ledger module are:

- Flexible chart of accounts (ChartFields)
- Unlimited ledgers & Business Units
- Powerful reporting & inquiry tools
- Enhanced Journal Entry processing
- Automatic date sensitivity (effective dated transactions)

CHARTFIELDS

PeopleSoft General Ledger defines the financial structure of an organization into structural components called ChartFields. These fields classify a company's chart of accounts into the appropriate reporting entities and expenditure categories for financial reporting. When these individual ChartFields are combined together (in what is known as a ChartField distribution string) there are almost an unlimited number of ways to identify a single transaction. State of North Dakota has determined that the following ChartFields will be used to identify financial transactions:

- **Account** – Classifies transactions as a specific expenditure, revenue, asset, liability or equity.
- **Fund** – Used by the State of North Dakota to identify fund or grant.
- **Operating Unit** – Used to identify the appropriation for a transaction.
- **Class** – Used to identify the appropriation line.
- **Dept** – Classifies transactions according to operating activities within an agency.
- **Project** – Denotes capital and operating projects that may span multiple fiscal periods, be opened and closed with a fiscal period, or map to the fiscal period. It also provides tools to independently budget and monitor activities using all other fields. Grants that have budgets will also be stored here.
- **Program** – Not used at the current time but may be used when General Ledger is rolled-out to the rest of the state.

LEDGERS

Ledgers store the posted net activity (account balance) for a set of ChartField values by accounting period and fiscal year. PeopleSoft allows for the use of an unlimited number of ledgers. State of North Dakota maintains and posts transactions to nine different ledgers groups. The majority of activity will be posted to the Actuals ledger.

Ledger Group	Description
ACTUALS	The Actuals ledger records financial transactions from modules such as accounts payable and journals manually entered into the General Ledger.
CAFR	This ledger is used to post adjustments to the Actuals ledger.
FULLACCRUE	This ledger is used to post adjustments from the modified accrual basis to the full accrual basis.
APPROPRIATION	This ledger records a controlling budget and is the highest level of budget for the state. ChartFields include operating unit and a rolled-up fund.
APPROPRIATION LINE	Controlling ledger that utilizes the class and operating unit ChartFields.
DEPT	This ledger is used to track detail budgetary activity at the complete department level.
REVENUE	Used to track revenue receipts. It will eventually linked to an expenditure ledger for the purposes of controlling cash.

BUSINESS UNITS

A GL Business Unit in PeopleSoft is a logically structured financial reporting entity with a set of self-balancing books. For example a Business Unit could represent either a single agency of the state government or a single fund administered by a public agency.

Other modules must contain at least one Business Unit specific to that module for each GL Business Unit.

JOURNALS

Journals represent transactions that are processed through the General Ledger and Posted to the "Actuals" ledger. In addition to journals entered directly, the General Ledger will also receive journals from the Accounts Payable and Payroll.

Journals are the basis of all the financial information that is reported and analyzed, which means the accuracy and timeliness of journal information is critical. One of the key features of PeopleSoft is the ability to efficiently create and accurately post journal entries to the ledgers. This is accomplished through the use of functions such as standard (recurring) journals, journal copy, background and online posting, journal upload, SpeedTypes, and combination edits. These, and other functions that enhance journal processing, will be discussed later in this reference manual.

EFFECTIVE-DATING

Information stored in critical PeopleSoft General Ledger tables is keyed by effective date, which is the date that the information will take effect. Storing information by effective date maintains historical, current, and future versions of critical data for quick retrieval. Effective dates are determined through the comparison of the system date to the effective date associated with the transaction being processed.

For example, if you plan to establish a new account as of April 1, 2003, create the new account with an effective date of 4/1/2003. No journals or transactions from the sub-module can be posted to the newly created account unless the transaction has an effective date equal to or greater than 4/1/2003.

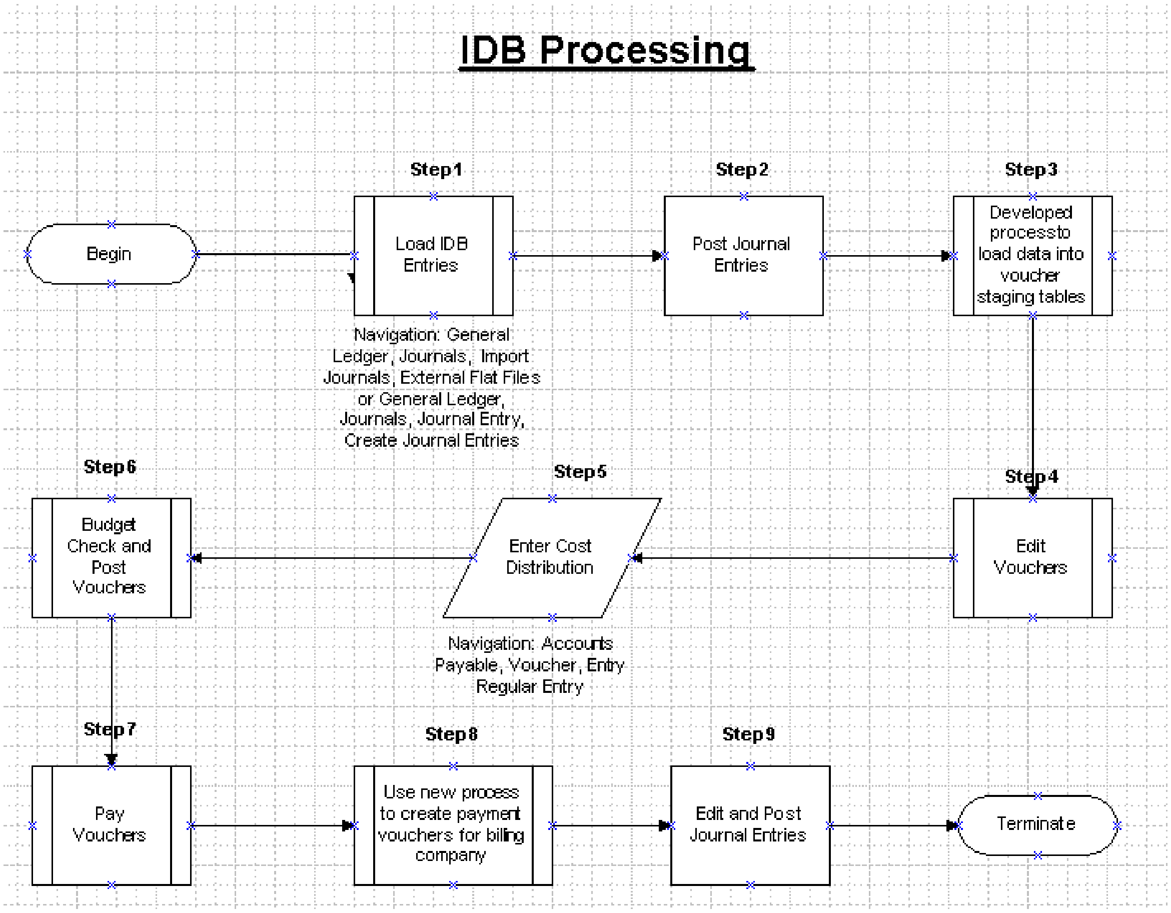
PeopleSoft's effective-dated design enables an organization to anticipate, prepare for, and responds to changes easily. New Accounts, Funds, Operating Units, Projects, Class, and Depts can be created in the General Ledger system months before planned activation dates, and activity can be recorded for these new ChartField values when their effective dates become active.

Effective dates are accompanied by status codes of active and inactive. These codes enable the maintenance of historical changes within a table by recording the time period that the data is active along with the periods that the data is inactive. The inactive status is used to prevent the use of data outside of its active period while still allowing reporting of the same data within its active period. This is very useful for historical or comparison reporting.

IDB PROCESSING OVERVIEW

The first step in the IDB process is the creation of an IDB journal. This can either be done through an interface or by creating the journal on-line. After those journals are created, a process is run that pulls journals with a source of “IDB” and debits to the IDB receivable account (131002), and creates a file of voucher records for the billed agencies. That file is then loaded into the AP module. The voucher records are updated by the billed agency to reflect the proper expense distribution. Once the vouchers are paid a journal file is sent back to the billing agency that moves the balance out of the receivable and into cash.

The following is a diagram of the IDB process. It is important to remember that the only data entry required in this process is in the creation of the IDB journal and the AP voucher (Steps 1 and 5). All of the other processes will take place automatically.


IDB Processing
Begin
Step1
Load IDB Entries
Navigation: General Ledger, Journals, Import Journals, External Flat Files or General Ledger, Journals, Journal Entry, Create Journal Entries
Step2
Post Journal Entries
Step3
Developed process to load data into voucher staging tables
Step4
Edit Vouchers
Step5
Enter Cost Distribution
Navigation: Accounts Payable, Voucher, Entry Regular Entry
Step6
Budget Check and Post Vouchers
Step7
Pay Vouchers
Step8
Use new process to create payment vouchers for billing company
Step9
Edit and Post Journal Entries
Terminate

IDB GL PROCESSING

CREATING AN IDB JOURNAL

This section of the reference manual will focus on the steps required and pages related to creating an IDB Journal. The steps are as follows:

1. Enter and Save a Journal Entry
2. Edit and Budget Check
3. Print Journal Entry

STEP 1: ENTER AND SAVE JOURNAL ENTRY

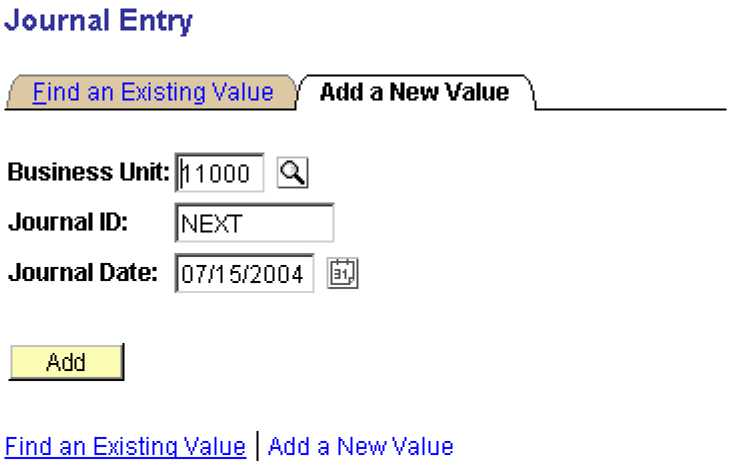
Journal entries are made up of two sections (1) journal header and (2) journal lines.

The *journal header* contains three attributes that uniquely identify the journal: journal ID, journal date, and Business Unit.

Journal lines record the monetary and statistical amounts and ChartField values associated with each line of the transaction.

Once the header and line information is entered and saved, journals can be edited and posted. Follow the navigation below to input a manual Journal Entry:

Navigation: *General Ledger > Journals > Journal Entry > Create Journal Entries > Add a New Value Tab*



Business Unit: 11000

Journal ID: NEXT

Journal Date: 07/15/2004

Business Unit - The Business Unit will default based on the User's preferences.
GL Journal ID - will always default to NEXT. The system automatically assigns the next available journal number to the Journal Entry.

Journal Date- will always default to the current date. This date may be changed at this time to effective date (future date or back date) the Journal Entry. The entry cannot be backdated to a closed period.

The Journal Entry component group has five pages:

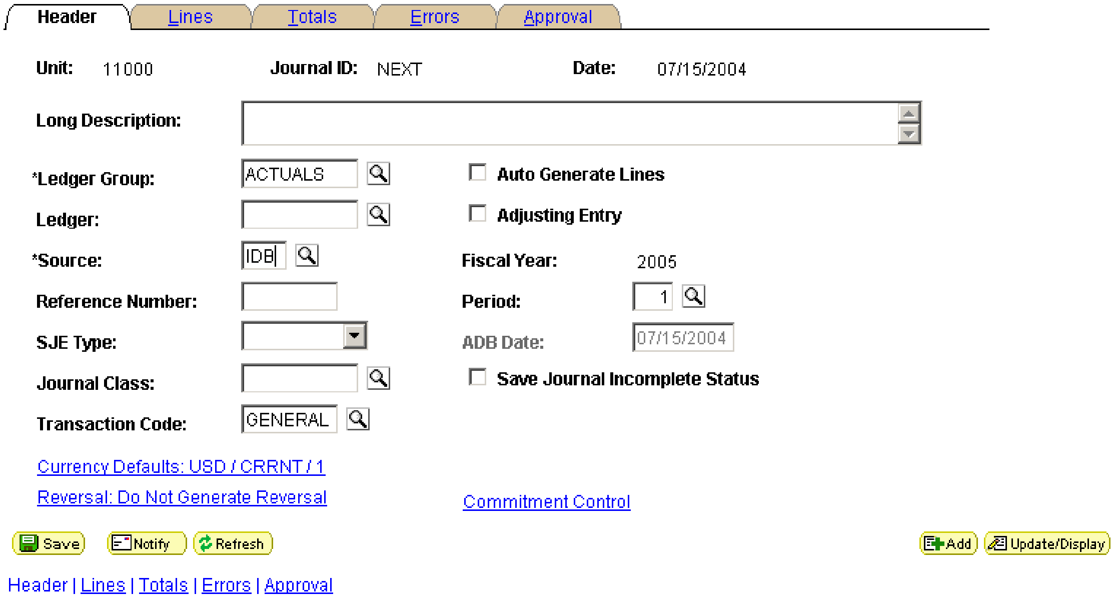
1. Journal Entry Header
2. Journal Entry Lines
3. Journal Totals
4. Journal Entry Errors – This will be discussed in other sections of the manual.
5. Journal Entry Approval – This page is not used by the State of North Dakota.

After clicking Add the Journal Entry Header page will appear.

Journal Entry Header Page

The journal header contains information that uniquely identifies the Journal Entry. The unique information is the Business Unit, Journal ID, and Journal Date. This is the information that was initially entered to create the journal; at this point these unique identifiers cannot be changed.

Note: The journal ID will change from "NEXT" to a number when the Journal Entry is saved or edited.


Header
Lines
Totals
Errors
Approval
Currency Defaults: USD / CRRNT / 1
Reversal: Do Not Generate Reversal
Commitment Control
Save
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

Unit: 11000
Journal ID: NEXT
Date: 07/15/2004
Long Description:
*Ledger Group: ACTUALS
Ledger:
*Source: IDB
Reference Number:
SJE Type:
Journal Class:
Transaction Code: GENERAL
☐ Auto Generate Lines
☐ Adjusting Entry
Fiscal Year: 2005
Period: 1
ADB Date: 07/15/2004
☐ Save Journal Incomplete Status

The Journal Entry header also contains options for creating adjustment period entries as well as options for reversing the Journal Entry. The adjustment period is an additional period beyond the 12 monthly periods for year-end adjustments.

Long Description – This field is useful for recording a detailed description regarding the journal. The length of this field is 254 characters. The first 30 characters of the description will appear in prompt lists for journals.

Ledger Group – This field defaults to "ACTUALS". This is the only ledger value used for the IDB process.

Ledger – This field will typically not be used. It should only be used if the Ledger Groups contains multiple ledgers and the Auto Generate Lines option has not been selected. If the Commitment Control Ledger Group is selected you MUST select a ledger. The Ledger Group, Ledger and Auto Generate Lines cannot be changed once you start entering journal lines. If this field is left blank it indicates that the journal lines can be distributed to any existing secondary ledgers.

Adjusting Entry – This field is typically not used. It provides a means of differentiating year-end adjustments from normal monthly entries. If this box is checked the journal entry will be posted to period 998 instead of accounting periods 1 through 12.

Source – The journal source field identifies the entity responsible for the Journal Entry. For IDB journals, use a source of IDB.

Reference Number - Can be used to refer a Journal Entry back to a document, User, invoice, datte, or any information that could be helpful in tracking the source or identity of the transaction.

Period – Displays the Period the journal entry will be posted to. You can change the adjustment period by clicking the period box to display a list of valid adjustment periods (as defined on the Detail Calendar) and selecting the one to which you want this entry posted.

Save Journal Incomplete Status - Use this option when you are unable to complete entering journal transactions and anticipate finishing the entries at a later time. When selected, you can enter incomplete journal transactions and save them with a status of T - Journal Entry Incomplete. When you complete the journal, clear the checkbox.

Transaction Code – Enter a code that indicates the appropriate Inter/IntraUnit Payable or Receivable account. The State of North Dakota will always use GENERAL here.

Reversal – Defaults to "Do not Generate Reversal". This is the only value that will be used in the IDB process.

- **Do Not Generate Reversal** – No reversing entry will be created. This is the system default.

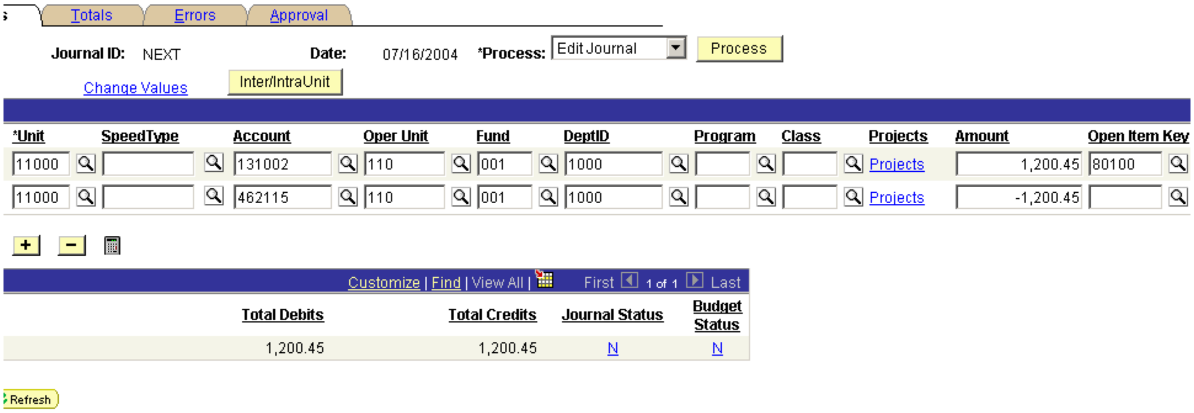
- **Beginning of Next Period** - Creates a reversing entry dated the first day of the subsequent accounting period based on the accounting date of the journal.
- **End of Next Period** – Creates a reversing entry dated the last day of the subsequent accounting period based on the accounting date of the journal.
- **Next Day –** Creates a reversing entry dated the next business day.
- **Adjustment Period –** Creates a reversing entry to the adjustment period you select.
- **On Date Specified** – Lets the user select any date in the calendar of the target (posting) ledger.

Commitment Control – The default is “Actuals and Recognized”, which will be used by the IDB process.

Journal Entry Lines Page

Navigation: *Click on the Lines tab to move to the Journal Entry Lines Page.*

Use the Journal Entry Lines page to record the transaction lines that comprise the Journal Entry (i.e. the debit and credit amounts). The journal line page defaults to a single journal line. After entering ChartField values in line 1 click on the insert row icon + below the journal lines. The number of journal lines you selected will be inserted. These new line will be populated by many of the ChartField values in line 1.



Journal ID: NEXT **Date:** 07/16/2004 ***Process:** Edit Journal

*Unit	SpeedType	Account	Oper Unit	Fund	DeptID	Program	Class	Projects	Amount	Open Item Key
11000		131002	110	001	1000			Projects	1,200.45	80100
11000		462115	110	001	1000			Projects	-1,200.45	

Total Debits	Total Credits	Journal Status	Budget Status
1,200.45	1,200.45	N	N

Unit – References the Business Unit (State Agency.) This field also defaults to the Business Unit from the journal header. It should only be changed if the journal entry is between state agencies.

SpeedType – Is a code reduction device within the GL. It allows the user to default in a full line of predefined ChartField values.

Account – The account code identifies the functional categorization for each transaction. For instance whether the line is coded to a cash account or an expenditure account such as payroll expense. The States previous system recorded these values in the Object Code and Revenue Code fields. This should either be the IDB receivable account (131002) or its offset.

Operating Unit – Corresponds to the appropriation in Samis.

Fund – Enter the number that represents the Fund or Grant.

DeptID – Used for organizational reporting. Corresponds to the Cost Center on Samis.

Program – Not used currently.

Class – Corresponds to the appropriation line in Samis.

Amount – Enter the monetary amount. Positive amounts are debits and negative amounts are credits.

Open Item – If account 131002 was used, enter the agency being billed in this field.

Reference – A ten-character field used for transaction descriptions.

Journal Line Description – A thirty-character description field. If left blank, the account description will default.

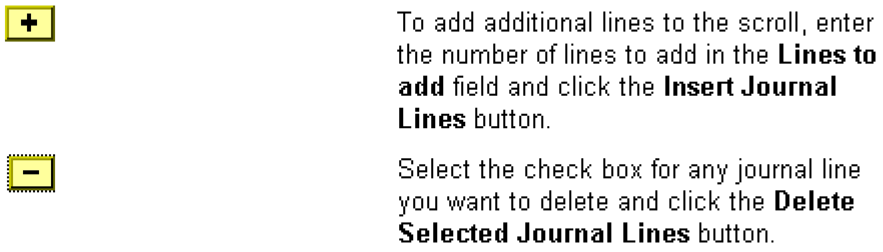
Note: The journals must balance by the fund and business unit. You can determine whether the entry balances by business unit by viewing the total debits and credits by business unit at the bottom of the lines page.

Buttons/Link on the Journal Line Page

The following is a description of the icons on the journal lines page

Process	Reviewed in next section.
Inter/IntraUnit	Not used initially by the State of North Dakota.
Template List	Access this page to specify previously created templates that define which columns appear in the Journal Lines page. Fields are visible on journal lines unless you create specific journal entry templates to make them unavailable. A specific template has been created for IDB processing. If you don't default to that template, select it now.
Change Values	Access the Change ChartField Values page to make global changes to the following ChartFields in your journal. Enter the existing field value and the desired value to which you want to change it. The change will be applied to the journal lines currently displayed on the Line scroll area.
Speed Type	Often there are common transactions in which the same combination of ChartField values is used repeatedly. By creating shortcut keys called SpeedTypes for these frequently used ChartField combinations, you can greatly increase Journal Entry efficiency and reduce errors.

Journal Lines Scroll Area



+	To add additional lines to the scroll, enter the number of lines to add in the **Lines to add** field and click the **Insert Journal Lines** button.
−	Select the check box for any journal line you want to delete and click the **Delete Selected Journal Lines** button.

Template List – Journal Entry Templates

The Journal Entry Template identifies which fields will be shown on the journal entry. The users will not typically need to modify the template.

Template List - Journal Line Copy Down

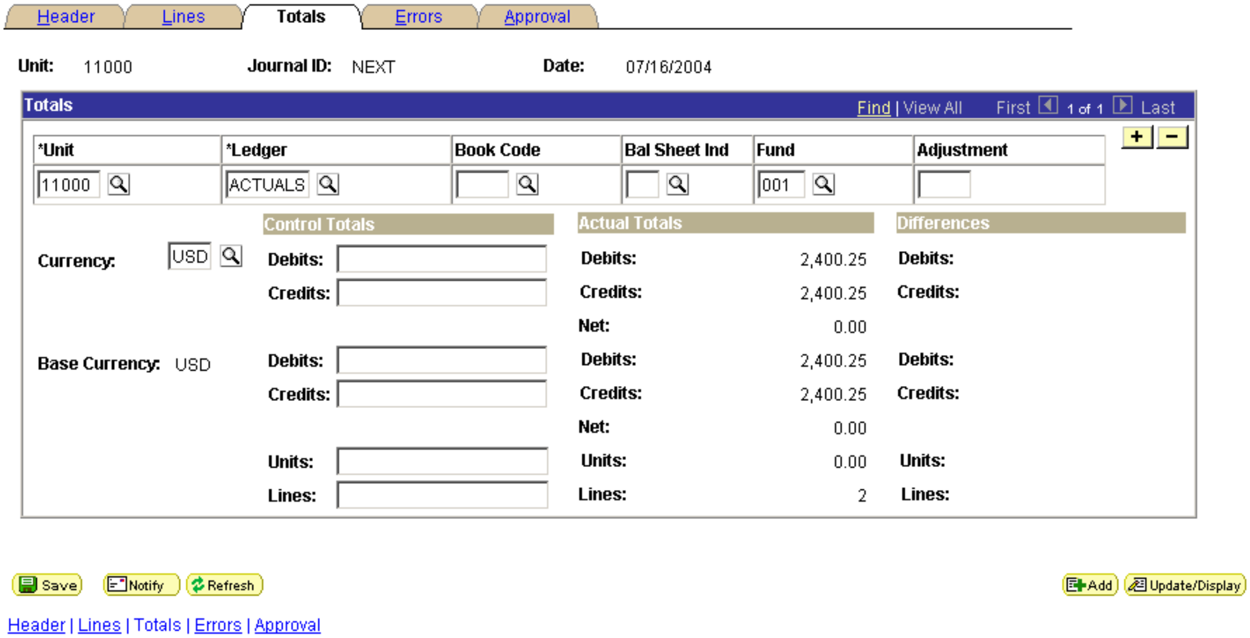
The Journal Line Copy Down settings for templates appear on the same page as the Journal Entry template. It has the same tabs and the same toggle as described for the Show Journal Line Grid. It shows which field values will be copied down from the first line of the journal entry if lines are added to the journal entry.

Journal Entry Totals Page

Navigation: *Click on the Totals tab to move to the Journal Entry Totals Page.*

Control totals can be used to help ensure the accuracy of journal data and can be particularly helpful when entering a large number of journal lines.

This page summarizes the Journal Entry and shows the total debits and credits in the Journal Entry by business unit, and Fund. This page is helpful in identifying out-of-balance situations.



Unit: 11000 **Journal ID:** NEXT **Date:** 07/16/2004

Totals

*Unit	*Ledger	Book Code	Bal Sheet Ind	Fund	Adjustment
11000	ACTUALS			001	

		Control Totals		Actual Totals		Differences
Currency: USD	**Debits:**		**Debits:**	2,400.25	**Debits:**	
	Credits:		**Credits:**	2,400.25	**Credits:**	
			Net:	0.00		
Base Currency: USD	**Debits:**		**Debits:**	2,400.25	**Debits:**	
	Credits:		**Credits:**	2,400.25	**Credits:**	
			Net:	0.00		
	Units:		**Units:**	0.00	**Units:**	
	Lines:		**Lines:**	2	**Lines:**	

After journal input, press the Save button. At this time, the Journal ID will change from "NEXT" to an actual assigned number.

STEP 2: EDITING, AND BUDGET CHECKING JOURNAL ENTRIES

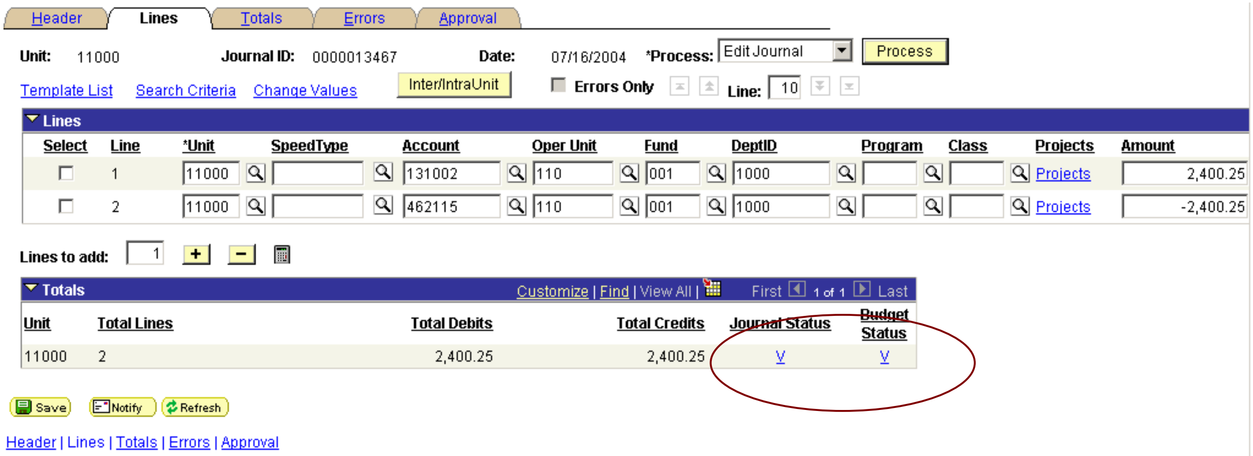
Journal Entry Lines Page

Navigation: *Stay in the journal entry in step one, and select the Journal Lines tab. If you are not already in the journal entry go to General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value Tab. Enter the Business Unit and press* Search*. Then select the entry you wish to process.*

Individual Journal Entries can be edited, Budget Checked and Posted "on-line". This is accomplished by utilizing Process field on the Journal Entry Lines page. Examples are contained in the following chart.

Process	Select a task and click on this button to perform the task. Options include: **Edit Journal** – This process runs the Edit Checking process and if successful invokes the budget checking process on the current journal. **Budget Check Journal** – This process should be selected only when a journal line has previously passed Edit Check but has failed Budget Check. This would be indicated by a Journal Status of V (valid) and a Budget Status of E (error). Otherwise, this step does not need to be run independently of Edit Checking. (Note: This is true only for on-line processing from the panel. Batch processing works differently.) **Post journal** – This process initiates the journal posting process. Only journals that have been successfully Edit Checked and Budget Checked are eligible for posting. At the State of North Dakota, the posting of the IDBs will be a batch process. **Print Journal**– Prints the journal. **Copy Journal** – Copies the Journal Entry to a new journal. **Delete** – Deletes the current journal. **Refresh Journal -** Retrieves the journal from the database to the page again. **Edit ChartField -** Initiates the journal ChartField edit process to check if the journal has any ChartField related errors, including ChartField edit and combo edit.

On the Journal Lines Page select the process "Edit Journal" and press the Process button. You should see a blinking red "**Processing**" sign in the upper right corner of the page. Once it stops blinking you should see a change in the statuses at the bottom of the page.



Unit: 11000 Journal ID: 0000013467 Date: 07/16/2004 *Process: Edit Journal

☐ Errors Only Line: 10

Lines

Select	Line	*Unit	SpeedType	Account	Oper Unit	Fund	DeptID	Program	Class	Projects	Amount
☐	1	11000		131002	110	001	1000			Projects	2,400.25
☐	2	11000		462115	110	001	1000			Projects	-2,400.25

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	2,400.25	2,400.25	V	V

The Edit Journal process will invoke both edit and budget check if the edit is valid. Upon successfully running this process, both Journal Status and Budget Status should be "V".

Note: We will discuss what to do if the statuses are different later in this document.

STEP 3: PRINTING JOURNAL ENTRIES

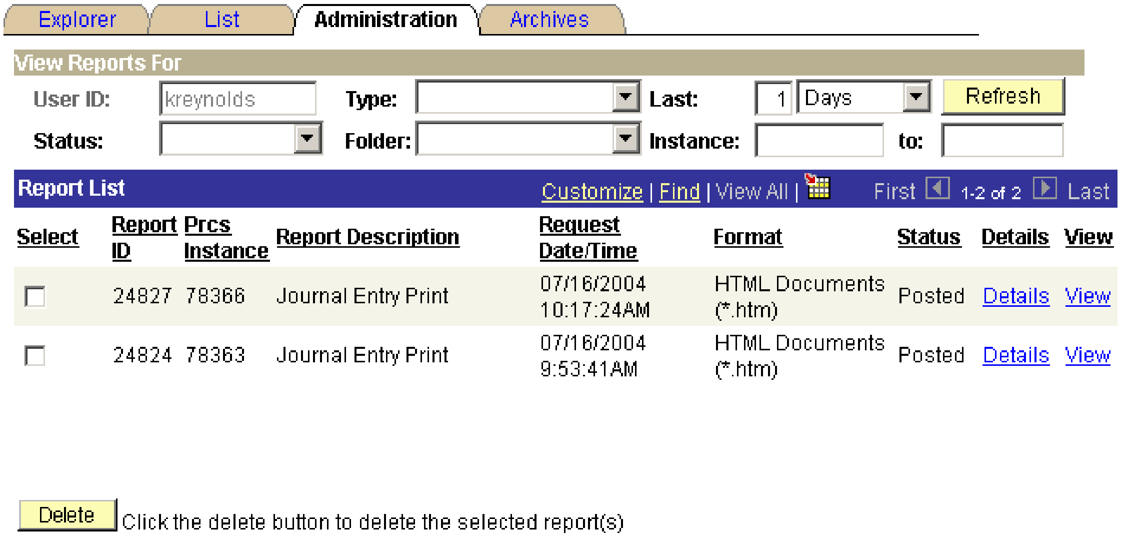
Journal Entry Lines Page

Navigation: *Stay on the Journal Entry Lines page.*

Select the Process “Print Journal” and then press the Process button. There is nothing more to be done on this page.

Report Manager

Navigation: *Reporting Tools > Report Manager. Then select the Administration tab.*



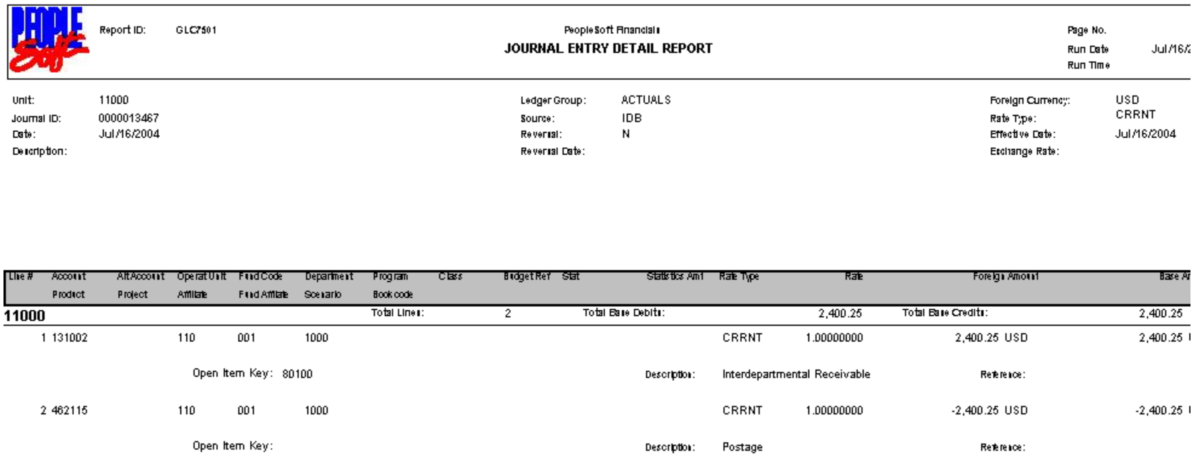
User ID: kreynolds
Type:
Last: 1 Days
Status:
Folder:
Instance:
to:

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
☐	24827	78366	Journal Entry Print	07/16/2004 10:17:24AM	HTML Documents (*.htm)	Posted	Details	View
☐	24824	78363	Journal Entry Print	07/16/2004 9:53:41AM	HTML Documents (*.htm)	Posted	Details	View

Click the delete button to delete the selected report(s)

On this page, click View by the report you would like to see.

Note: Adobe Acrobat must be installed on your machine in order to see the report.



Report ID: GLC7501
PeopleSoft Financials
JOURNAL ENTRY DETAIL REPORT
Page No.
Run Date Jul/16/
Run Time

Unit: 11000
Journal ID: 0000013467
Date: Jul/16/2004
Description:
Ledger Group: ACTUALS
Source: IDB
Reversal: N
Reversal Date:
Foreign Currency: USD
Rate Type: CRRNT
Effective Date: Jul/16/2004
Exchange Rate:

Line #	Account Product	AltAccount Project	OperatUnit Affiliate	FundCode Fund Affiliate	Department Scenario	Program Book code	Class	BudgetRef	Stat	Statistics Amt	Rate Type	Rate	Foreign Amount	Base A
11000						Total Lines:		2	Total Base Debits:			2,400.25	Total Base Credits:	2,400.25
1	131002		110	001	1000						CRRNT	1.00000000	2,400.25 USD	2,400.25
			Open Item Key: 80100							Description:	Interdepartmental Receivable		Reference:	
2	462115		110	001	1000						CRRNT	1.00000000	-2,400.25 USD	-2,400.25
			Open Item Key:							Description:	Postage		Reference:	

SPEEDTYPES

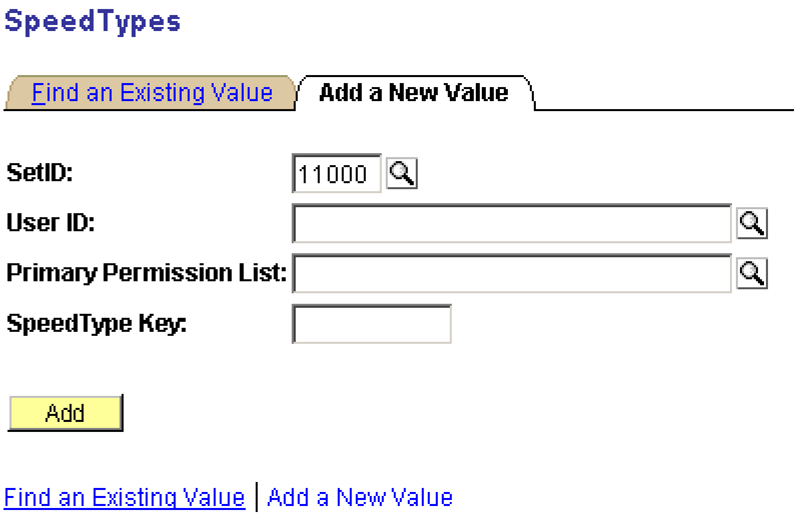
You often have common transactions in which you must enter the same combination of ChartField values repeatedly. By creating shortcut keys called SpeedTypes for these frequently used combinations of ChartFields, you can increase journal entry efficiency and reduce errors.

Assume that you regularly post expenditures to a specific ChartField string. Each time that you create a journal entry that describes this transaction, you enter the same business unit, account, operating unit, fund, class, dept, program, and project. Using a SpeedType key that you define, you can type in one alphanumeric code that automatically enters most of these ChartField values.

STEP 1 – SET UP SPEEDTYPES

Speedtypes Set Up Page

Navigation: *Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Speed Types*



SpeedTypes

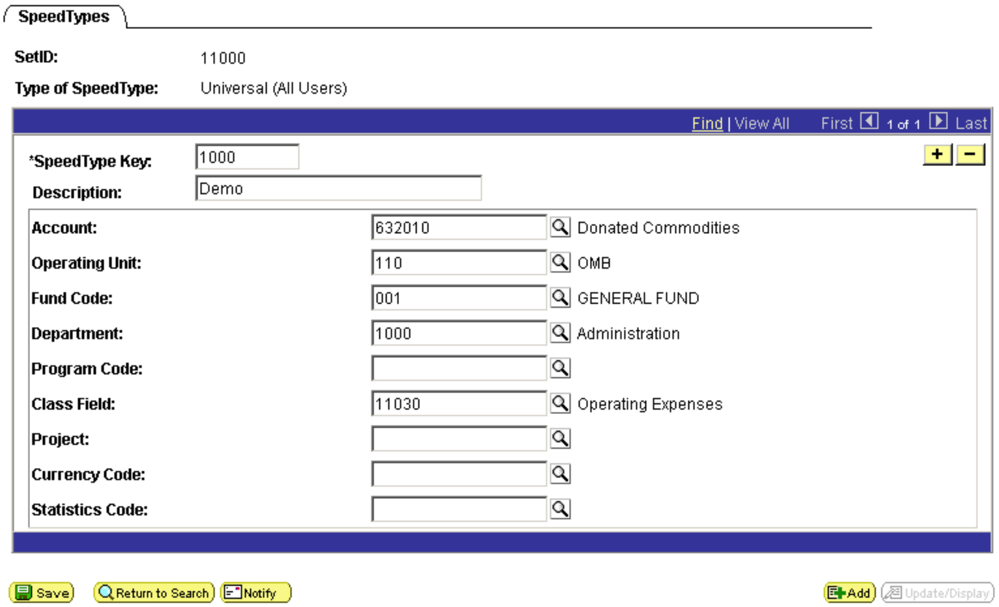
SetID: 11000

User ID:

Primary Permission List:

SpeedType Key:

At this page, the SetID will default based on your user preferences. Please change the SetID to the desired value (your business unit) and populate the other fields as desired. The Key can be any combination of letters and numbers. Entering a user or permission list will limit the usage of the SpeedType. Once the desired information has been entered, press Add button. The following page should appear.



SpeedTypes

SetID: 11000

Type of SpeedType: Universal (All Users)

Find | View All First 1 of 1 Last

*SpeedType Key:	1000	
Description:	Demo	
Account:	632010	Donated Commodities
Operating Unit:	110	OMB
Fund Code:	001	GENERAL FUND
Department:	1000	Administration
Program Code:		
Class Field:	11030	Operating Expenses
Project:		
Currency Code:		
Statistics Code:		

Save
Return to Search
Notify
Add
Update/Display

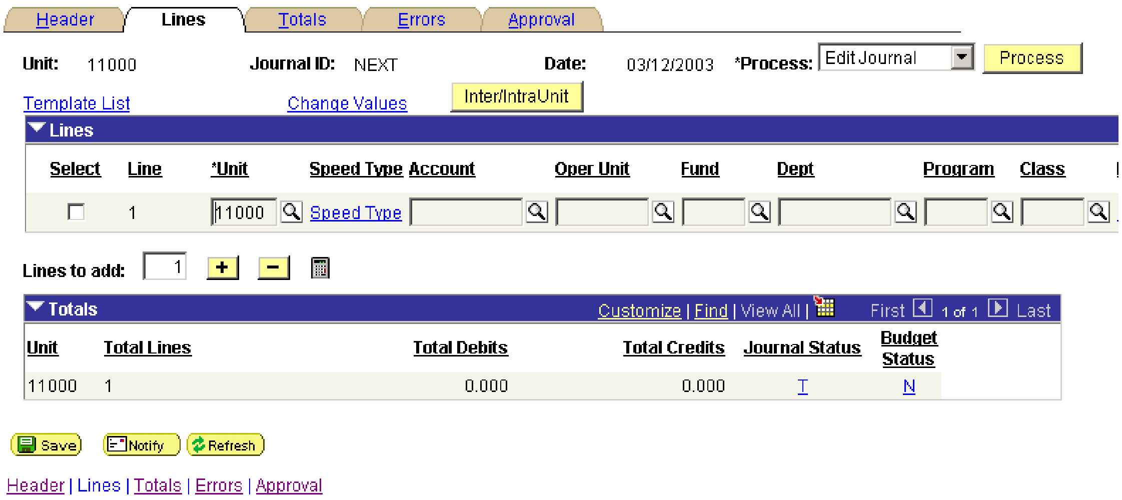
Once the chart fields are entered, press the Save button. This completes the set up of speedtypes.

STEP 2: USE THE SPEEDTYPE IN A JOURNAL ENTRY

Journal Entry Lines Page

Navigation: *to General Ledger > Journals > Journal Entry > Create Journal Entries > Add a New Value Tab.*

On the Add a New Value Tab, change the business unit and date to the desired values and press Add. After adding any required information in the Journal Header tab, move to the Journal Lines Tab. An example of that page follows:



Header
Lines
Totals
Errors
Approval

Unit: 11000 **Journal ID:** NEXT **Date:** 03/12/2003 ***Process:** Edit Journal

Process
Template List
Change Values
Inter/IntraUnit
Lines

Select	Line	*Unit	Speed Type	Account	Oper Unit	Fund	Dept	Program	Class
☐	1	11000	Speed Type						

Lines to add: 1

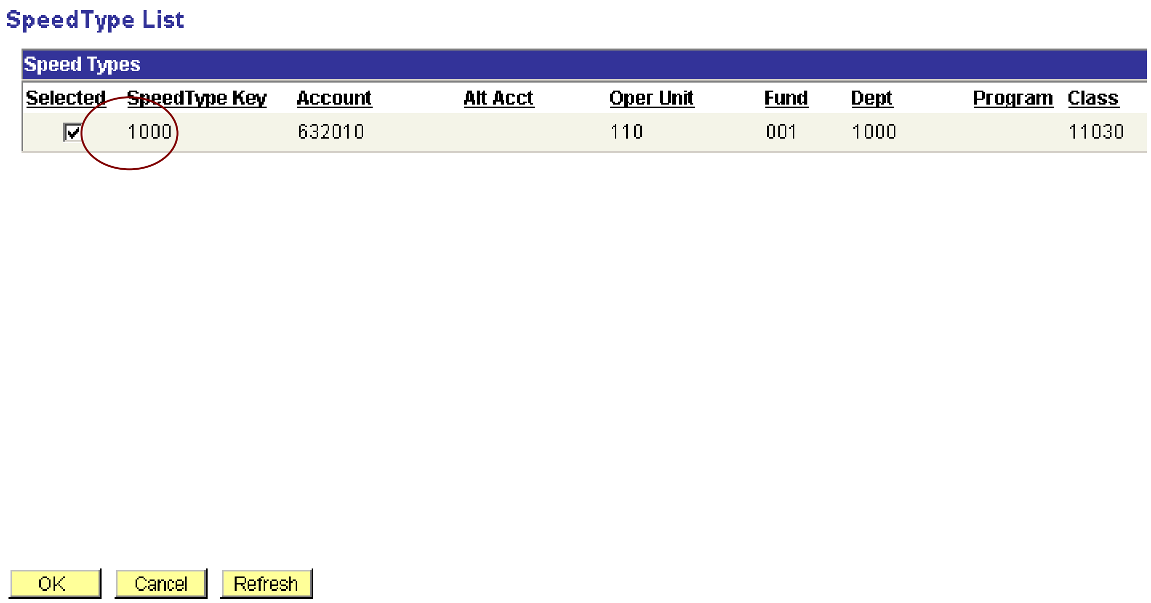
Totals
Customize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	1	0.000	0.000	I	N

Save
Notify
Refresh
Header | Lines | Totals | Errors | Approval

On this page, press the Speed Type hyperlink to pull up the Speedtype selection box below.

Note: See the Journal Entry section of this manual if you need a refresher on other aspects of the journal entry. This section only focuses on speedtypes.



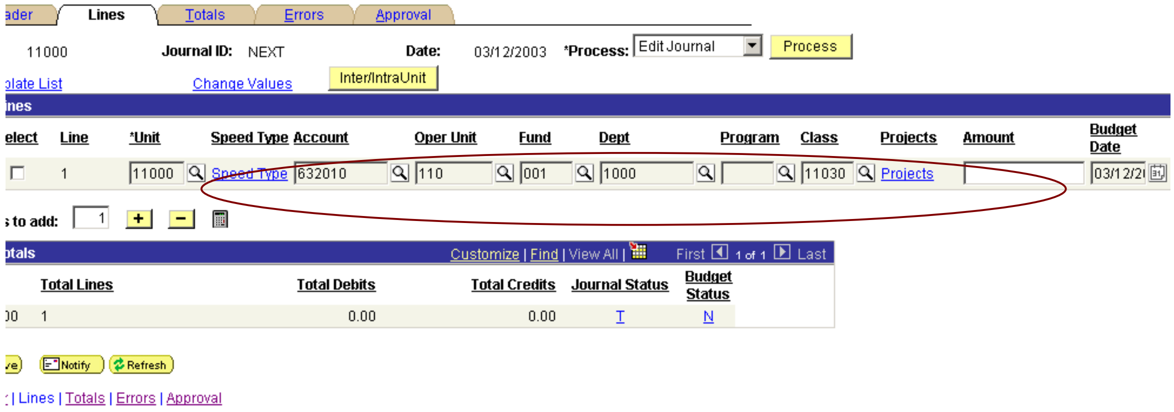
SpeedType List

Speed Types

Selected	SpeedType Key	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class
☑	1000	632010		110	001	1000		11030

OK
Cancel
Refresh

Click on the “Selected” box and press OK. This will bring you back to the Journal Entry Lines page below.



ader
Lines
Totals
Errors
Approval
Process
plate List
Change Values
Inter/IntraUnit
Customize | Find | View All |
First 1 of 1 Last
Notify
Refresh
: | Lines | Totals | Errors | Approval

11000 Journal ID: NEXT Date: 03/12/2003 *Process: Edit Journal

ines

elect	Line	*Unit	Speed Type	Account	Oper Unit	Fund	Dept	Program	Class	Projects	Amount	Budget Date
☐	1	11000	Speed Type	632010	110	001	1000		11030	Projects		03/12/2(

s to add: 1

otals

	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
)0	1	0.00	0.00	T	N

As you can see, all ChartFields are populated and ready for normal journal entry processing as described earlier in the Journal Entry section of this manual.

COPYING JOURNAL ENTRIES

This section provides an overview and discusses how to:

- Run the copy journals process
- Define copy journal dates

Understanding Copying Journals

You may find that similar or identical journals recur with some frequency. To avoid having to retype the same information, you can use an existing journal as the basis for a new journal entry. You do this on the Copy Journal page.

You can copy posted or unposted journals and then change the header or detail lines, as desired. The copied journal must have a new journal number. The following can be different:

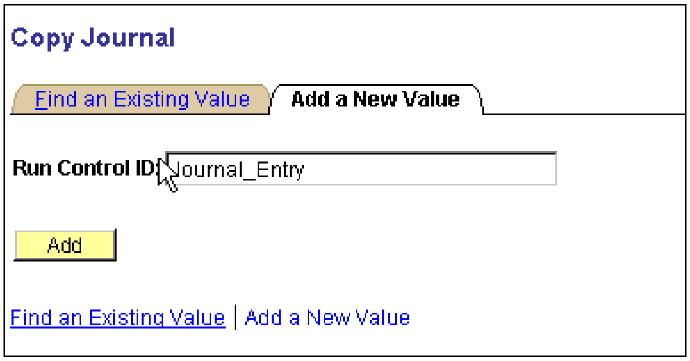
Date	You can copy to either a new journal date
Ledger	In order to be able to copy a journal to another ledger, both ledgers need to be in the same Ledger Group and Keep Ledgers in Sync should *not* be enabled.
Document type	This is not applicable to the State of North Dakota.

Additionally, you can create reversals for the copied journal regardless of whether the original journal had reversals. And you can change the signs of the copied journal.

STEP 1: PREPARE COPY JOURNAL REQUEST

Navigation: *General Ledger >Journals > Journal Entry > Copy Journals*

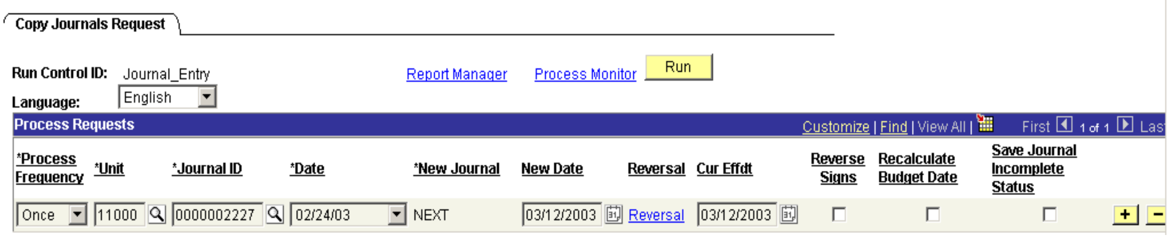
Initially, you need to select the "Add a New Value" tab and give it a description such as "Journal_Entry." The following page will appear. (Subsequently, you may select the "Find an Existing Value" tab and type in "Journal_Entry.")



Copy Journal

Run Control ID: Journal_Entry

Press Add (or Search in the Find an Existing Value page). This brings you to the following page.



Run Control ID: Journal_Entry

Language: English

Process Requests

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Once	11000	0000002227	02/24/03	NEXT	03/12/2003	Reversal	03/12/2003	☐	☐	☐

Select the language in which you want your report printed in the **Language** drop-down list box.

Enter the information to identify the journal you want to copy, including the business **Unit**, **Journal**, and journal **Date.** If the journal is for a ledger group that contains multiple ledgers and does *not* have Keep Ledgers in Sync enabled, the ledger column appears; enter the **Ledger**.

Type the **New Journal** ID of your choice.

Enter a **New Date** for the journal.

Click on the **Reversal** hyperlink to open the GL Copy Journal Processing page where you specify processing options for the journal date for the reversal. This is discussed in detail in the next section.

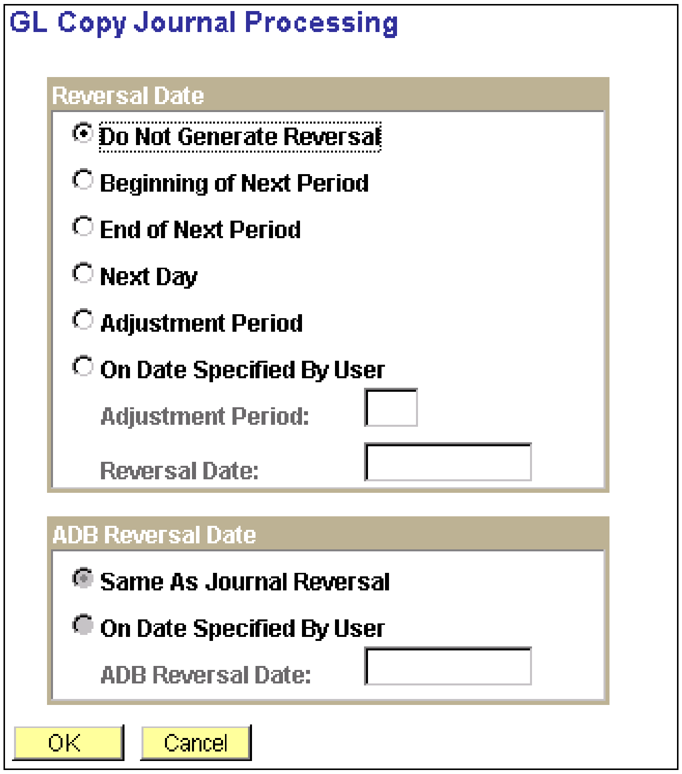
Select **Reverse Signs** if you want the new journal to have the opposite sign from the original journal.
The new journal will be marked with a status of Not Yet Edited, and you must edit it before it can be posted. As a rule, editing a journal executes the validation process required for posting.

If the **Recalculate Budget Date** is selected, the SJE process will set the budget date as the journal date otherwise it will copy the old budget date. This box should usually be checked at the State of North Dakota.

If **Save Journal Incomplete Status** is turned on then the new journal will be saved in an incomplete status.

Copy Journal Reversal Hyperlink

Navigation: *Click on Reversal hyperlink within the Copy Journal Page.*



GL Copy Journal Processing

Reversal Date

● Do Not Generate Reversal
○ Beginning of Next Period
○ End of Next Period
○ Next Day
○ Adjustment Period
○ On Date Specified By User
Adjustment Period: ☐
Reversal Date: ☐

ADB Reversal Date

● Same As Journal Reversal
○ On Date Specified By User
ADB Reversal Date: ☐

Under Reversal Date, select the appropriate reversal option:

Do Not Generate Reversal	Assumes no automatic reversal of this entry. This is the default.
Beginning of Next Period	Creates a reversing entry dated the first business day of the next accounting period. It uses the business calendar that you assigned to the business unit on the General Ledger Definition — Definition page to determine the first business day.
End of Next Period	Creates a reversing entry dated the last business day of the next accounting period. It uses the business calendar that you assigned to the business unit on the General Ledger Definition — Definition page to determine the last business day.
Next Day	Creates a reversing entry dated the next business day. It uses the business calendar that you assigned to the business unit on the General Ledger Definition — Definition page to determine the next business day.
Adjustment Period	Enables you to select the adjustment period for which the new journal is to be created.
On Date Specified By User	Enables you to select any date in the calendar of the target (posting) ledger. When you select this option, the system makes available the Reversal Date edit box for you to enter the appropriate date.

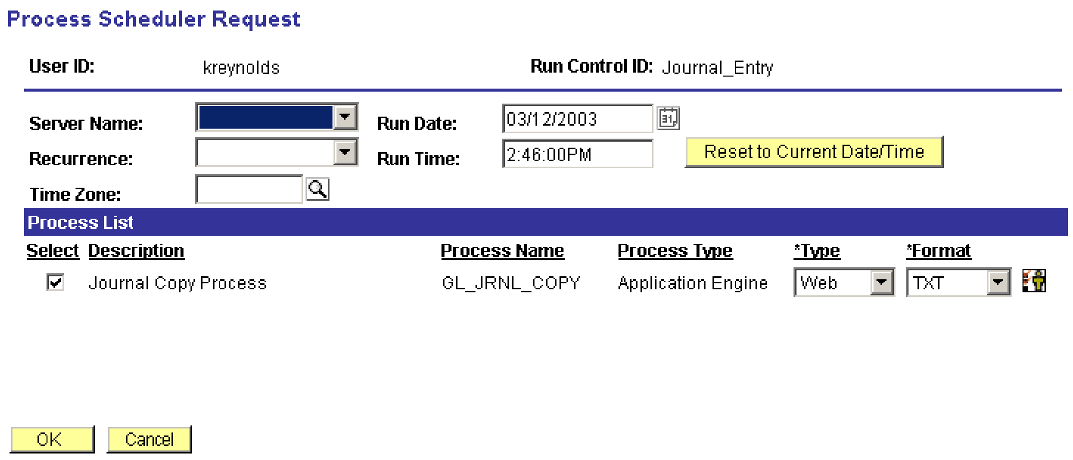
Reversals are marked valid and ready to post when created; they don't need to be edited. When the journal date falls within the journal dates, fiscal year, and open periods specified on the Journal Post page, the system will post reversals as soon as they are created.

Click OK to return to the Copy Journal Request page.

STEP 2: RUN THE COPY PROCESS

Process Scheduler

From the Copy Journal Request Page, press the Run button. This brings you to the process scheduler page below.



Process Scheduler Request

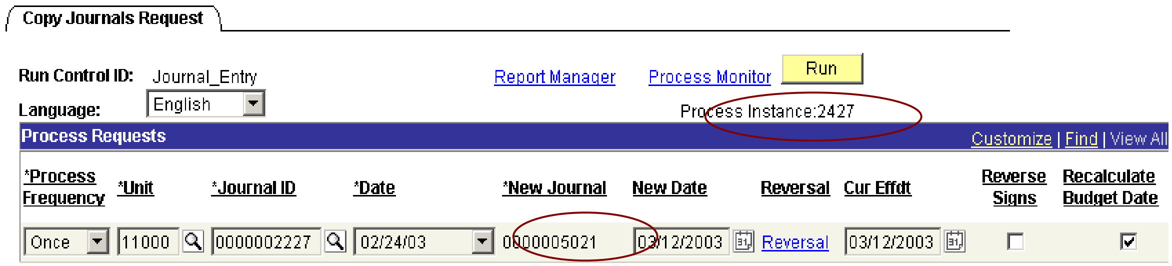
User ID: kreynolds **Run Control ID:** Journal_Entry

Server Name:
Run Date: 03/12/2003
Recurrence:
Run Time: 2:46:00PM
Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
☑	Journal Copy Process	GL_JRNL_COPY	Application Engine	Web	TXT

Make sure the Server Name is PSNT and the Select box is checked for Journal Copy Process. The press OK. This kicks off the Journal Copy Process and brings you back to the Copy Journal Request Page below.



Copy Journals Request

Run Control ID: Journal_Entry

Language: English

Process Instance:2427

Process Requests

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date
Once	11000	0000002227	02/24/03	0000005021	03/12/2003	Reversal	03/12/2003	☐	☑

You should notice the new journal entry number and the Process Instance.

Note: Journals can be copied directly from the Journal Lines Page by using the Process Name: Journal Copy. This may be more expedient.

Journal Entry Delete

To delete a journal, select Delete Journal in the Process field on the Journal Entry — Lines page and click Process. The system prompts you with a message before deleting the journal.

Note. You can delete only journals that have not yet been posted. The system makes no audit trail of the deletion because it assumes you are correcting a mistake.

You can delete a journal that has not been posted. Select the Delete Journals checkbox on the Standard Journal Batch page.

If the journal has been budget checked one of several things can happen:

- You can delete a journal that is not yet posted after it successfully passes budget checking. Delete it by navigating to the Journal Lines page, Process field, and choose the option to *Delete Journal*. This process calls the budget checking module, which reverses the budget entries.
- Depending upon the budget setup, Budget Checking runs before the journal is deleted. If deleting the journal violates the budget checking rules, the journal will fail budget checking and cannot be deleted.
- If an error occurs during the budget checking process, (for example, budget on hold or closed), the journal will not be deleted.

Note. You can also *unpost* journal entries that have been posted which is discussed elsewhere.

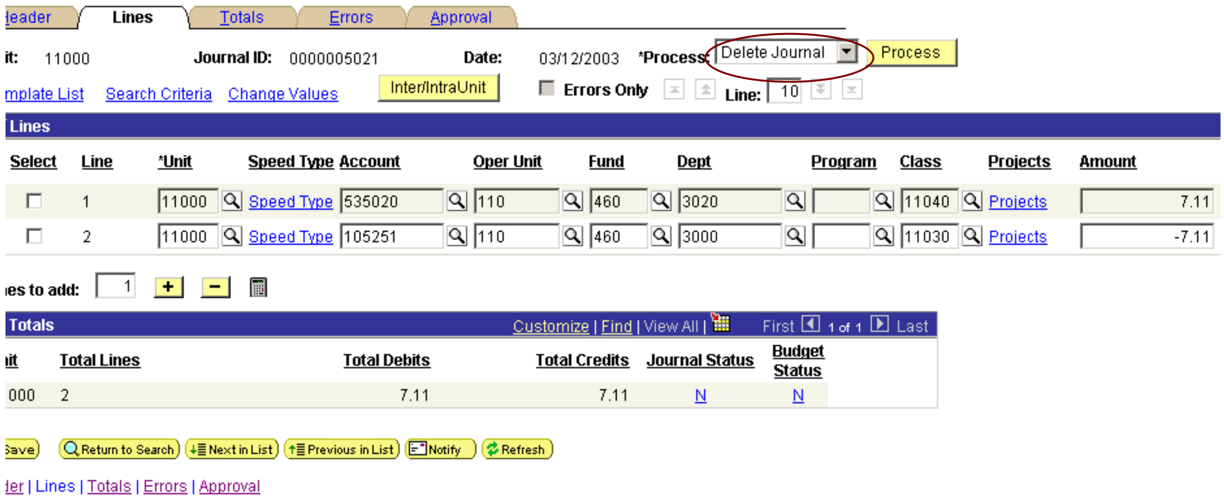
Run Delete Process

Navigation: *General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value Tab*

Press Search and select the journal entry to be deleted.

Journal Entry Lines Page

Within the journal entry move to the "Lines" tab. The following is an example of the lines page.


Ieader
Lines
Totals
Errors
Approval
mplate List
Search Criteria
Change Values
Inter/IntraUnit
Process
Customize | Find | View All |
First 1 of 1 Last
Save
Return to Search
Next in List
Previous in List
Notify
Refresh
Ier | Lines | Totals | Errors | Approval

it: 11000 Journal ID: 0000005021 Date: 03/12/2003 *Process: Delete Journal

☐ Errors Only Line: 10

Lines

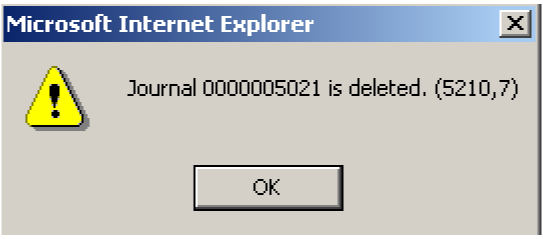
Select	Line	*Unit	Speed Type	Account	Oper Unit	Fund	Dept	Program	Class	Projects	Amount
☐	1	11000	Speed Type	535020	110	460	3020		11040	Projects	7.11
☐	2	11000	Speed Type	105251	110	460	3000		11030	Projects	-7.11

ies to add: 1

Totals

it	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
000	2	7.11	7.11	N	N

Within this page, change the Process to “Delete Journal” and press Process. You will be asked if you are sure you want to delete the journal. Just click yes. The following confirmation will pop up on your screen.

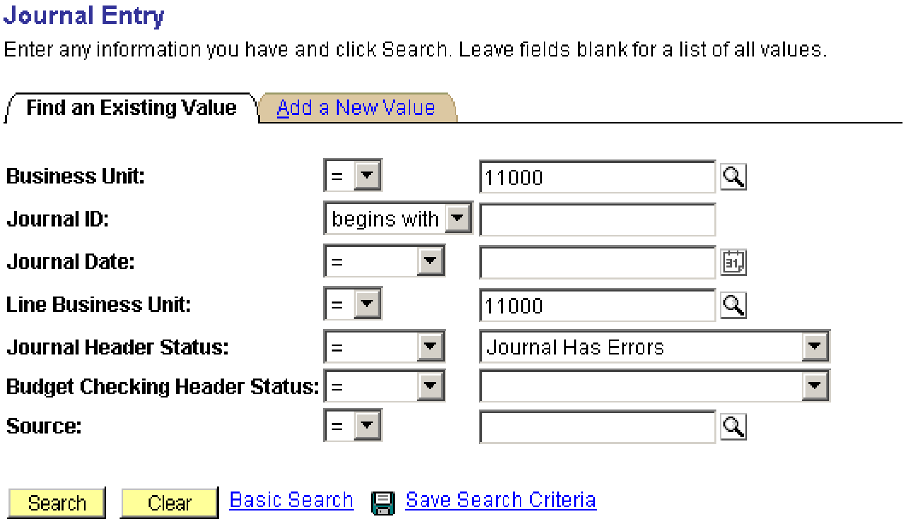

Microsoft Internet Explorer
OK

Journal 0000005021 is deleted. (5210,7)

No further work is necessary.

JOURNAL ENTRY EDIT ERRORS

Navigation: *General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value Tab*



Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

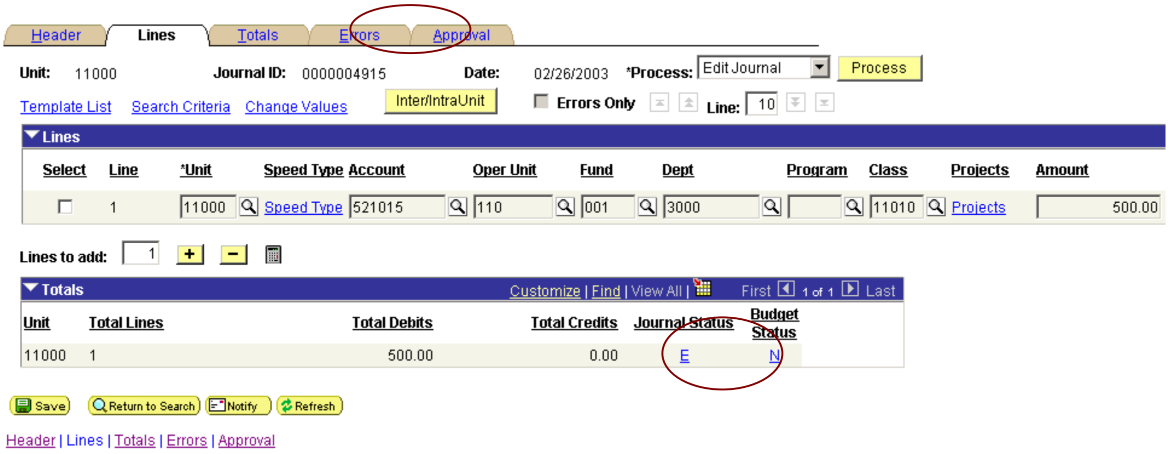
Find an Existing Value
Add a New Value

Business Unit:	=	11000
Journal ID:	begins with	
Journal Date:	=	
Line Business Unit:	=	11000
Journal Header Status:	=	Journal Has Errors
Budget Checking Header Status:	=	
Source:	=	

Search
Clear
Basic Search
Save Search Criteria

Enter criteria for Journal Header Status of “Journal Has Errors.” Then press Search. Select any of the journals in the Search Results box. The following is an example Journal Lines Page with errors.

Journal Entry Lines Page



Header
Lines
Totals
Errors
Approval

Unit: 11000 **Journal ID:** 0000004915 **Date:** 02/26/2003 ***Process:** Edit Journal

Process
Template List
Search Criteria
Change Values
Inter/IntraUnit

☐ **Errors Only** **Line:** 10

Lines

Select	Line	*Unit	Speed Type	Account	Oper Unit	Fund	Dept	Program	Class	Projects	Amount
☐	1	11000	Speed Type	521015	110	001	3000		11010	Projects	500.00

Lines to add: 1

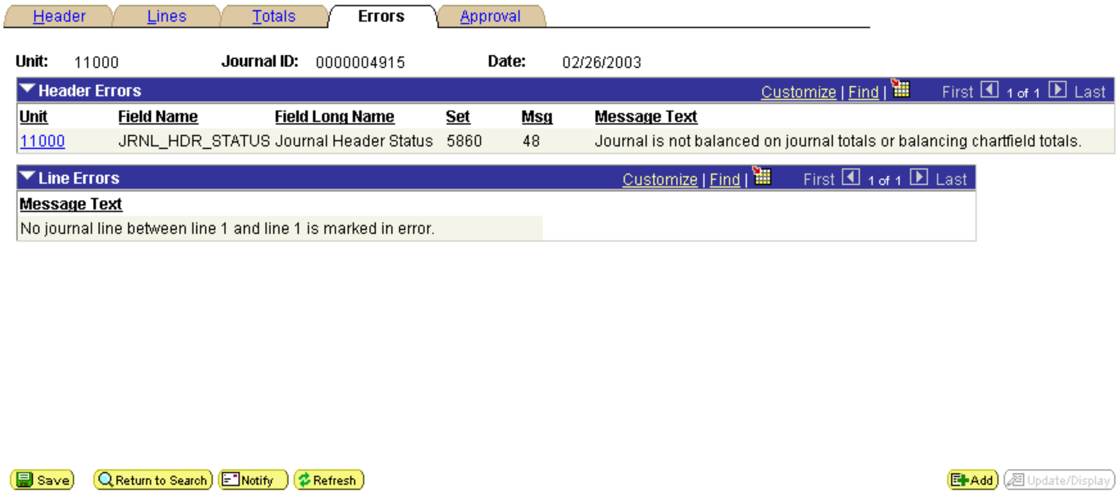
Totals

Customize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	1	500.00	0.00	E	N

Save
Return to Search
Notify
Refresh
Header | Lines | Totals | Errors | Approval

You can view journal entry errors by clicking the E in the Journal Status section of the Journal Entry - Lines page, by clicking on the “Errors” tab at the top of the page or by clicking on the “X” on any line under the Error column. Either of these navigations takes you to the Journal Entry – Errors page.



Unit: 11000 **Journal ID:** 0000004915 **Date:** 02/26/2003

Header Errors

Unit	Field Name	Field Long Name	Set	Msg	Message Text
11000	JRNL_HDR_STATUS	Journal Header Status	5860	48	Journal is not balanced on journal totals or balancing chartfield totals.

Line Errors

Message Text
No journal line between line 1 and line 1 is marked in error.

NOTE: Information regarding any Budget Checking error is shown on the Budget Exceptions Page later in this manual.

This page describes the errors (both header and line errors) that occurred and which journal lines contain the errors. The **Field Name** for the field in error is shown. It also displays message **Set** that contains the error message, the **Msg** (message number), and **Message Text**. The example shown above only has header errors.

Click the business **Unit** in the **Header Errors** scroll to open the Journal Entry — Lines page and position the cursor in the Journal Status of the Totals scroll.

Click the **Line #** number in the Line Errors scroll to open the Journal Entry — Lines page and position the cursor in the line and field with the error.

Corrections must be made on the Journal Lines page and the Journal Entry must be re-Edit Checked and Budget Checked successfully before the Journal Entry becomes valid for posting.

STANDARD JOURNAL ENTRIES

With Standard Journal Entries (SJEs), you can automate the entry of similar or identical journals. You can define three types of standard journal entries:

- Recurring
- Template
- Spread

Use Recurring journal entries for repetitive transactions that use the same accounting information and amounts. Monthly rent, automobile lease payments, and amortization expenses are examples of recurring items for which you might charge constant amounts to the same ChartField combinations each period.

Use Template journal entries for regular, periodic transactions that you charge to the same ChartField combinations using varying amounts. Examples include monthly payroll, utility, and telephone expenses. You can schedule regular, recurring postings for standard journals, such as weekly postings, or schedule postings for selected dates.

You have the option to schedule journal entries automatically on predetermined dates using template SJEs. Examples include bonus payments and accrued interest. You can also create template SJEs for known ChartField combinations without specific dates or schedules. You can set up schedules that determine when standard journal entries will post, and you can enter recurring schedules, such as weekly closings, or individual dates and times to help pinpoint specific events.

Use Spread journal entries for transactions for which the entire cost is spread proportionately throughout the year.

STEP 1: CREATE OR IDENTIFY MODEL JOURNAL ENTRY

Navigation: *General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value Tab*

Before you can define recurring, template, or spread journals, you must first create *model* journal entries using the Journal Entry pages. The standard entries and their models must be from the same business unit.

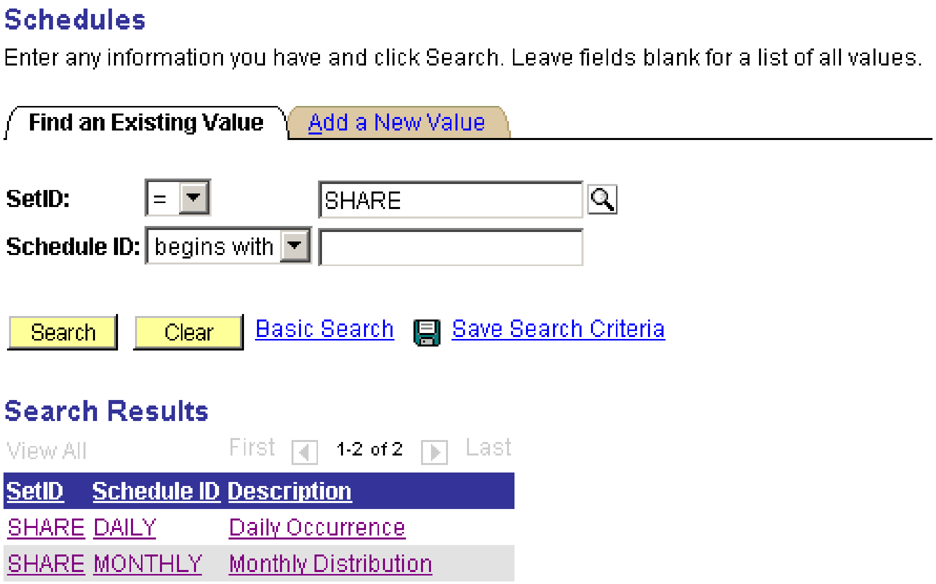
STEP 2: CREATE OR IDENTIFY THE SCHEDULE TO BE USED

Schedules are used to automate and control the generation of recurring journal entries. You can define daily, weekly, monthly, or annual schedules for recurring transactions such as closing schedules—or schedule specific user-defined events such as expense report due dates.

Schedules control the frequency of processing. For example, if you pay your rent on the 15th of each month, select a monthly schedule that specifies the day of the month as the 15th. By defining schedules that are tailored to your accounting environment, you can easily automate the creation of a Standard

Journal Entry (SJEs) or a group of SJEs. You can set up daily, weekly, monthly, annual, or user-defined schedules. User-defined schedules enable you to specify specific dates and times.

Navigation: *Set Up Financials/Supply Chain > Common Definitions > Calendars/Schedules > Schedules > Find an Existing Value*



Schedules

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

SetID: = SHARE

Schedule ID: begins with

Search
Clear
Basic Search
Save Search Criteria

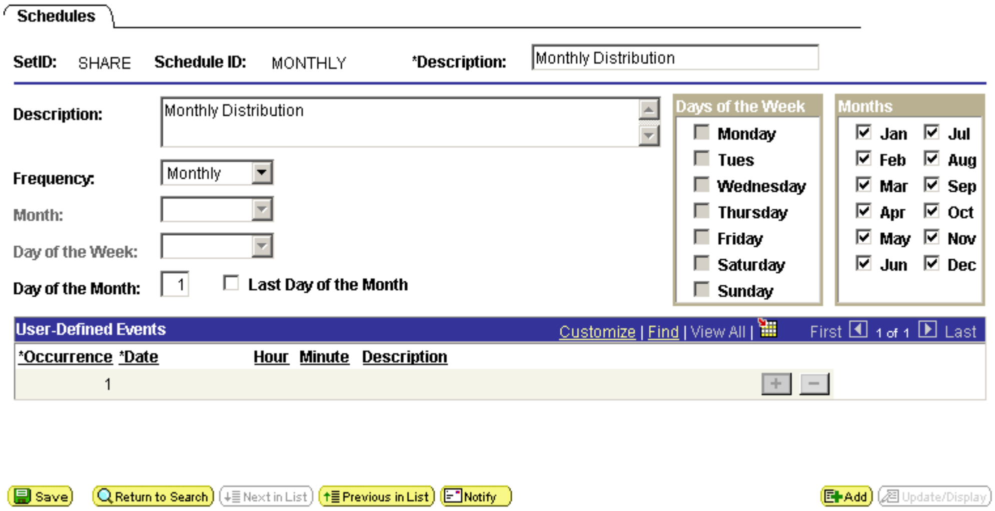
Search Results

View All
First
1-2 of 2
Last

SetID	Schedule ID	Description
SHARE	DAILY	Daily Occurrence
SHARE	MONTHLY	Monthly Distribution

From this page, you can view an existing schedule. All schedules will be in SetID "SHARE." If your desired schedule does not exist, you can switch to the Add a New Value tab and create one. In this case, we will select MONTHLY. Upon selecting the run control the following page appears.

Schedules Page



Schedules

SetID: SHARE Schedule ID: MONTHLY *Description: Monthly Distribution

Description: Monthly Distribution

Frequency: Monthly

Month:

Day of the Week:

Day of the Month: 1 ☐ Last Day of the Month

Days of the Week

☐ Monday
☐ Tues
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Months

☑ Jan ☑ Jul
☑ Feb ☑ Aug
☑ Mar ☑ Sep
☑ Apr ☑ Oct
☑ May ☑ Nov
☑ Jun ☑ Dec

User-Defined Events

Customize | Find | View All |
First
1 of 1
Last

*Occurrence	*Date	Hour	Minute	Description
1				

Save
Return to Search
Next in List
Previous in List
Notify
Add
Update/Display

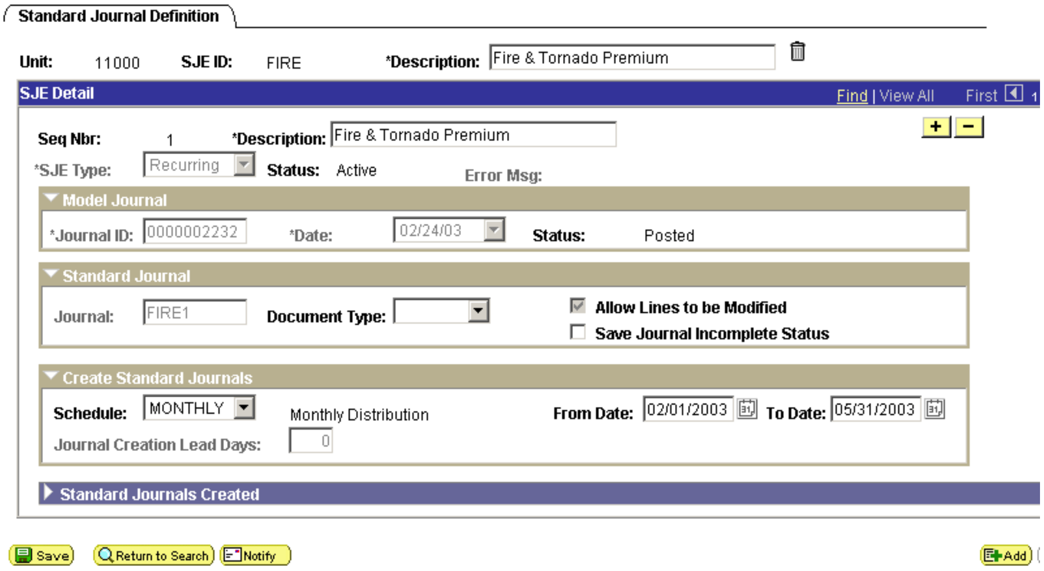
Frequency	This specifies how often the event will recur. Values are: ***Annually:*** Specifies an annual schedule. This option activates the Month and Day of the Month for you to enter the values. ***Daily:*** Specifies a daily schedule. The *Daily* option activates the *Days of the Week* check boxes for you to select or clear specific days. ***Monthly:*** Specifies a monthly schedule. This option activates the Day of the Month and Last Day of the Month and the Months check boxes for you to select or exclude individual months. ***User Defn*** (user defined): Sets up User-Defined Events schedules for specific dates when an event will take place. When you use this option, you can enter an Occurrence number (for multiple occurrences), the Date, and a Description. Do not specify Hours or Minutes for schedules used for SJEs. ***Weekly:*** Specifies a weekly schedule. The Weekly option activates the Days of the Week for you to enter a value.

Note. When you specify a day of the month for monthly schedules, use the **Day of the Month** edit box to enter any day up to and including day 28. Use the **Last Day of Month** edit box to enter the absolute last day of the month, whether it's day 28, 29, 30, or 31.

STEP 3: DEFINE STANDARD JOURNAL ENTRY

Navigation: *General Ledger > Journals > Standard Journals > Define Journal Entries*

Standard Journal Definition Page



Unit: 11000
SJE ID: FIRE
*Description: Fire & Tornado Premium

Seq Nbr: 1
*Description: Fire & Tornado Premium
*SJE Type: Recurring
Status: Active
Error Msg:

*Journal ID: 0000002232
*Date: 02/24/03
Status: Posted

Journal: FIRE1
Document Type:
☑ Allow Lines to be Modified
☐ Save Journal Incomplete Status

Schedule: MONTHLY
Monthly Distribution
From Date: 02/01/2003
To Date: 05/31/2003
Journal Creation Lead Days: 0

After the **SJE ID** field is a long description field for you to describe this standard journal.

The **Seq Nbr** (sequence number) identifies the number of the SJE Detail. The next field is a description of this detail. One SJE may have multiple SJE Details.

Enter a description of the standard journal entry.

Select the **SJE Type**:

Template	PeopleSoft General Ledger uses a template as a data entry model for other journal entries. You can automatically reproduce it on a fixed schedule like recurring SJEs, or you can use it on request. When you define the template, specify whether or not you want the ChartField values copied from the model to the generated journal entry. Examples of templates are monthly payments with different amounts such as telephone and utilities.
Recurring	A recurring journal entry is any entry that should be automatically recorded in its entirety according to a fixed **Schedule.** These entries contain the same ChartField values and amounts, such as monthly rent, lease payments, and depreciation expense.
Spread	In a spread journal entry, the total amount is spread proportionately across all the periods. For example: A company charges you a flat fee of USD 10,000 annually to perform a service for you. You could simply divide that amount by 12 and create recurring entries for the same amount each month (USD 10,000/12=833.33).

The **Status** appears as:

Active	When your first create an SJE, its status is active. The SJE may have more journals to be created.
Error	This signifies that the last time the Standard Journal process attempted to process this SJE, an error occurred. The SJE will continue to show a status of *Error* until the next time the batch process is run after the problem causing it is fixed.
Completed	All the standard journals for this SJE have been created. An SJE with a status of *Completed* may still be modified. To do this, reactivate the SJE and extend the range of dates or periods.

In the **Model Journal** group box, specify the model **Journal** for the standard journal entry. This model journal must belong to the same business unit as the SJE.

Once you select your **Journal** and **Date**, the Model Journal **Status** appears. Your model journal must conform to the following requirements:

- It must have a status of *SJE Model* if it is a Spread SJE.
- It must have a status of *SJE Model, Valid,* or *Posted* if it is a Template or Recurring SJE.

In the **Standard Journal** group box, enter the **Journal** ID for the standard journal.
The **Allow Lines to be Modified** check box controls whether or not the standard journals can be modified using the Journal Entry page before being posted. Clear it if you want to prevent standard journals from being modified.

In the **Create Standard Journals** group box, specify the sequence of dates of the standard journals to be created.

If the SJE Type you specified is either *Template* or *Recurring,* the **Schedule** field will display, allowing you to enter the frequency of your SJEs. In the **From/To Date** fields, enter the range of your SJEs.
If your SJE Type is Spread, designate the range of periods in the **From Year/Period** and **To Year/Period** fields. Also, enter the journal date of the standard journals in the **Journal Day in Calendar Period** field. For example, entering *20* in this field designates that the journal date of the standard journals will be the 20th day of each period. This designates the journal date only, not the date on which the system creates the standard journal.

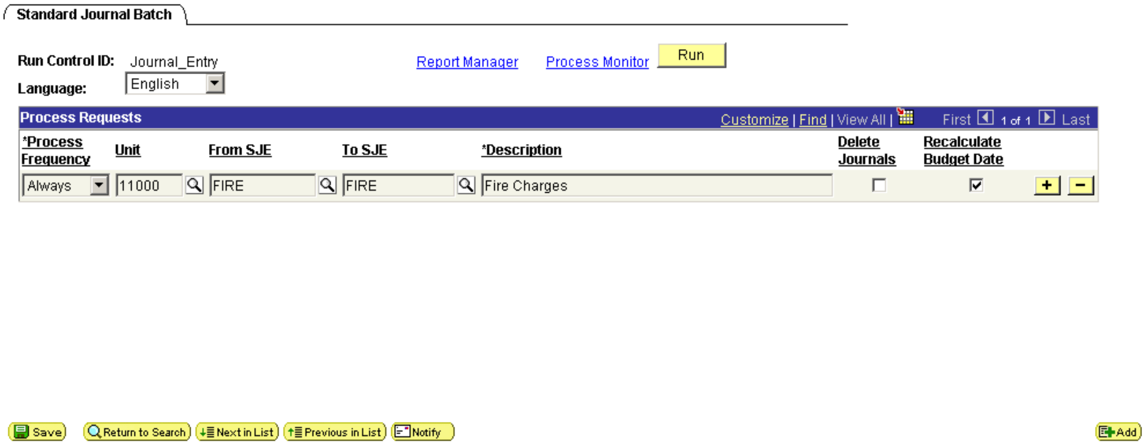
The **Journal Creation Lead Days** field enables you to create standard journals in advance. Enter the number of days in advance of the journal date that you would like the standard journals to be ready for creation. If you leave this field blank, the system creates the standard journals on the journal date.
If you need to change the details, such as ChartFields, dollar amounts, or statistical amounts on standard journals, use one of these two options:

- Open the SJE in the Standard Journal page and select a different Model journal.
- Open the model journal in the Journal Entry page and modify it as necessary, provided it has not yet been posted. No change to the SJE itself is necessary.

STEP 4: CREATE STANDARD JOURNAL ENTRIES

Navigation: *General Ledger > Journals > Standard Journals > Create Standard Journals*

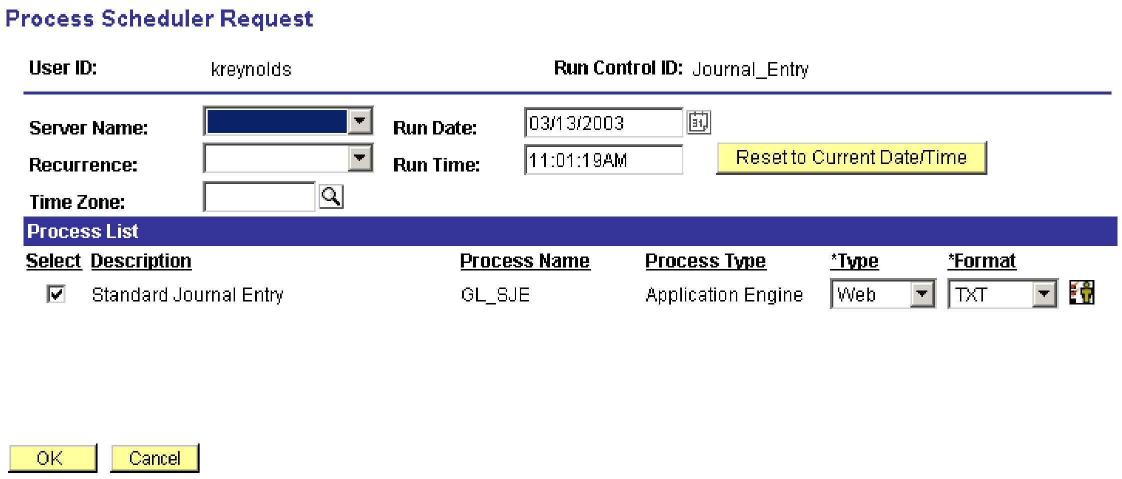
Standard Journal Batch Page



Run Control ID: Journal_Entry
Language: English

*Process Frequency	Unit	From SJE	To SJE	*Description	Delete Journals	Recalculate Budget Date
Always	11000	FIRE	FIRE	Fire Charges	☐	☑

This page allows the user to select one or more standard journal definitions for purpose of creating standard journal entries. Once the definition is properly identified, press the Run button. This brings up the process scheduler as follows:



Process Scheduler Request

User ID: kreynolds **Run Control ID:** Journal_Entry

Server Name:
Recurrence:
Time Zone:
Run Date: 03/13/2003
Run Time: 11:01:19AM

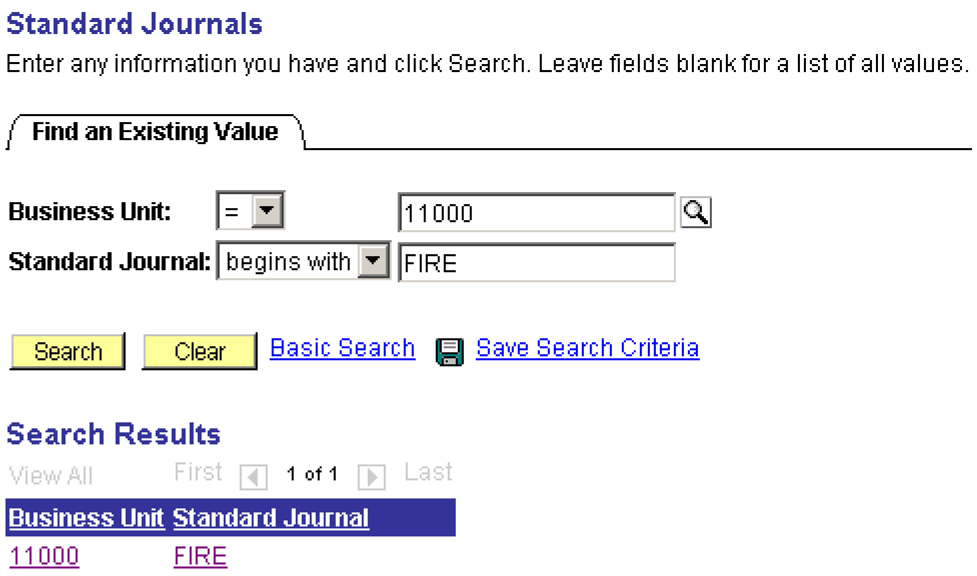
Process List

Select	Description	Process Name	Process Type	*Type	*Format
☑	Standard Journal Entry	GL_SJE	Application Engine	Web	TXT

The process you want to run is already selected for you; click "OK" OK.

STEP 5: REVIEW STANDARD JOURNAL ENTRIES

Navigation: *General Ledger > Journals > Standard Journals > Review Journals > Find an Existing Value*



Standard Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

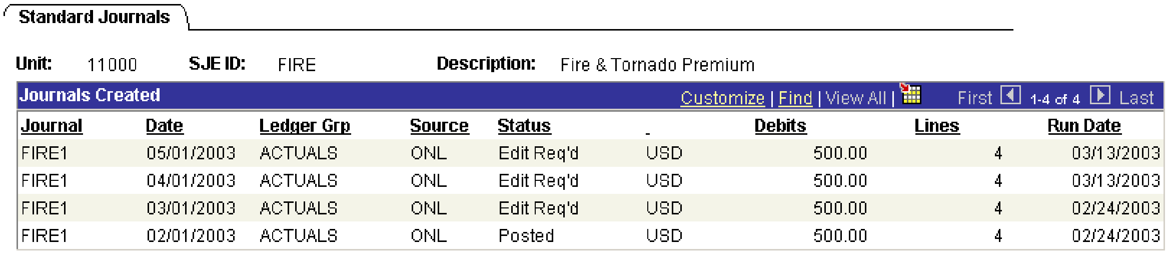
Find an Existing Value

Business Unit: = 11000
Standard Journal: begins with FIRE

Search Results

Business Unit	Standard Journal
11000	FIRE

On this page enter the business unit and Standard Journal Entry number if known. Then press Search. This brings up the following page.



Standard Journals

Unit: 11000 **SJE ID:** FIRE **Description:** Fire & Tornado Premium

Journal	Date	Ledger Grp	Source	Status		Debits	Lines	Run Date
FIRE1	05/01/2003	ACTUALS	ONL	Edit Req'd	USD	500.00	4	03/13/2003
FIRE1	04/01/2003	ACTUALS	ONL	Edit Req'd	USD	500.00	4	03/13/2003
FIRE1	03/01/2003	ACTUALS	ONL	Edit Req'd	USD	500.00	4	02/24/2003
FIRE1	02/01/2003	ACTUALS	ONL	Posted	USD	500.00	4	02/24/2003

This page identifies all the standard journal entries that were created for the specific SJE definition. At this point the process of creating standard journal entries is complete.

Note: Once created, standard journal entries must be processed like any other journal entry. Please refer to the Journal Entry section of this manual for the steps involved in journal entry processing.

SPREADSHEET JOURNAL IMPORT

On occasion you may use a spreadsheet application such as Excel to calculate amounts for large Journal Entries (i.e. allocations, payroll entries, etc.). The journal import feature of PeopleSoft eliminates the manual input of Journal Entries by allowing you to import data directly from a spreadsheet application (Excel) to the General Ledger. The basic steps are: use a spreadsheet application to calculate the data you need for the Journal Entry, copy the amounts to the upload file (JRNL1.xls), add the appropriate journal line and journal header information, then simply click on the import button. The Journal Entry will be automatically created in PeopleSoft for Edit Checking, Budget Checking, and Posting.

There are three files that need to be in the same directory on your workstation. The files are GLLOG.XLT, JRNLMCRO.XLA, & JRNL1.XLS. **Copy** them to your network drive. You will probably want to set up a new folder in your C: drive such as “Psoft Spreadsheet Journals.”

STEP 1: CREATE SPREADSHEET

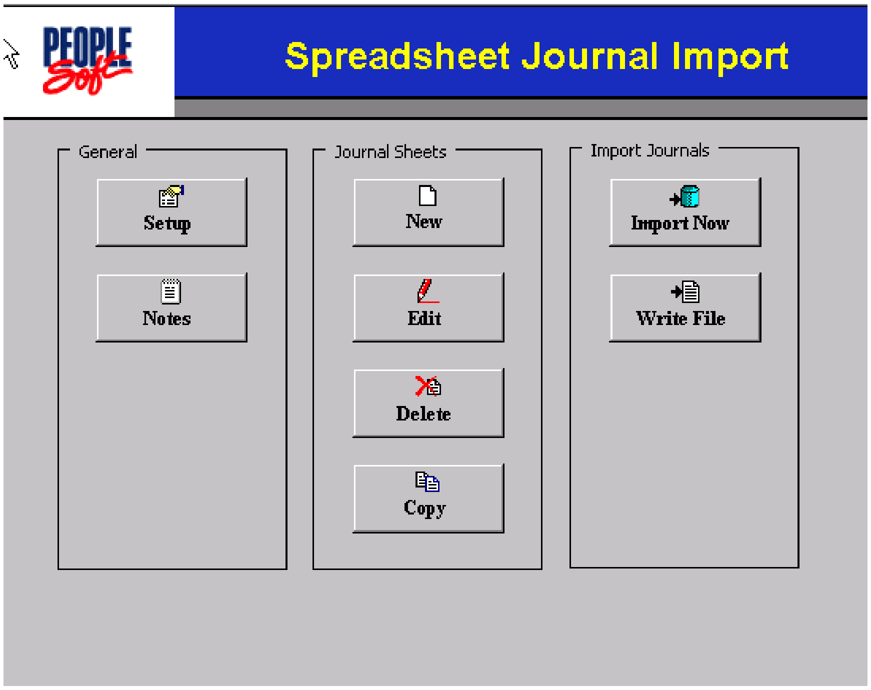
Navigation: *Go to the same network drive and directory noted above.*
Open the JRNL1.xls file.

NOTE: When opening the spreadsheet you will be asked if you want to enable the macros. You must answer, “Yes” to activate the spreadsheet functionality.

This is a modified Excel spreadsheet and most of the functionality of Excel (i.e. copy, cut, paste, etc.) can be used in this spreadsheet.

JRNL.xls Control Worksheet

The initial worksheet in the JRNL1.xls file, the Control Worksheet, is shown below.


PEOPLESoft
Spreadsheet Journal Import
General
Setup
Notes
Journal Sheets
New
Edit
Delete
Copy
Import Journals
Import Now
Write File

Journal Sheet Option Buttons

The Control worksheet has four sets of buttons: Workbooks, Journal Sheet Options, Import Controls, and Batch Import Controls.

The buttons in the Journal Sheet Options box allow you to create and edit worksheets that contain Journal Entries.

New Press the New button to insert a new journal sheet. The JRNL1.xls file can contain as many journal sheets as needed (limited by the number of worksheets allowed within your version of Excel).

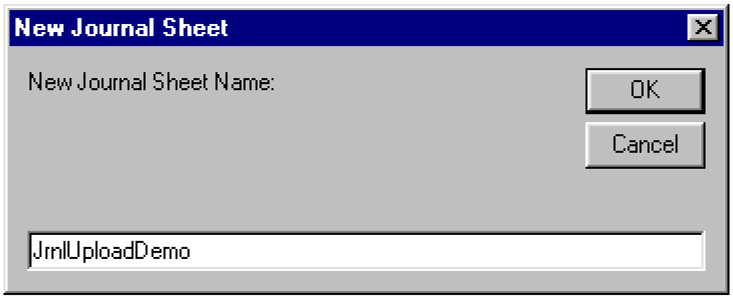
Edit Press the Edit button to select one journal sheet in the workbook to edit.

Delete Press the Delete button to delete one or more journal sheets in the workbook.

Copy Press Copy to copy a selected journal worksheet to a new name.

Entering Journals in JRNL1.xls

To enter a worksheet for a new journal, press the NEW button on the Control Worksheet. Enter a Journal Sheet Name in the dialog box.

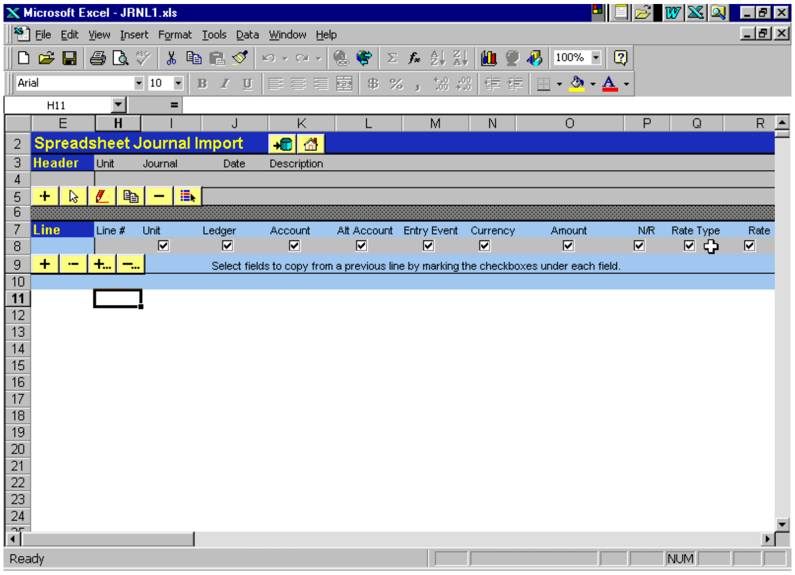

New Journal Sheet
OK
Cancel

New Journal Sheet Name:

JrnlUploadDemo

This creates a spreadsheet worksheet.

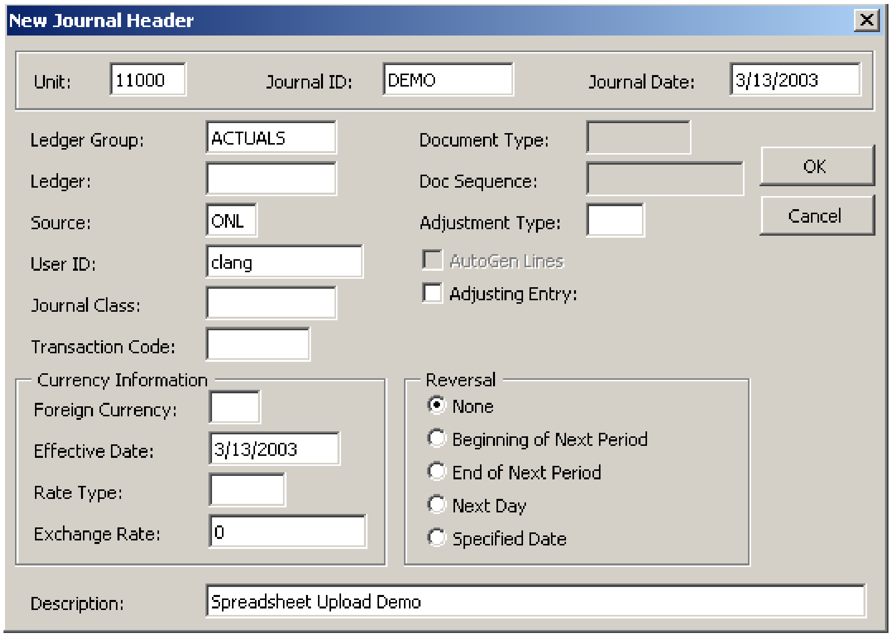
JRNL.xls Spreadsheet Worksheet


Microsoft Excel - JRNL1.xls
File Edit View Insert Format Tools Data Window Help
Arial
10
100%
H11
=
E H I J K L M N O P Q R
Spreadsheet Journal Import
Header
Unit
Journal
Date
Description
Line
Line #
Unit
Ledger
Account
Alt Account
Entry Event
Currency
Amount
N/R
Rate Type
Rate
Ready
NUM

Select fields to copy from a previous line by marking the checkboxes under each field.

Just as a manual Journal Entry input directly into the General Ledger has two sections, the journal header and journal lines, so does the Journal Entry worksheet. The top section, shown in gray, is for the journal header information, and the lower section, shown in green is for the journal line information.

To insert a journal header click on the + button in the Header section. The Journal Header dialog box (shown below) appears.



Unit: 11000
Journal ID: DEMO
Journal Date: 3/13/2003
Ledger Group: ACTUALS
Ledger:
Source: ONL
User ID: clang
Journal Class:
Transaction Code:
Document Type:
Doc Sequence:
Adjustment Type:
☐ AutoGen Lines
☐ Adjusting Entry:

Currency Information
Foreign Currency:
Effective Date: 3/13/2003
Rate Type:
Exchange Rate: 0

Reversal
● None
○ Beginning of Next Period
○ End of Next Period
○ Next Day
○ Specified Date

Description: Spreadsheet Upload Demo

Enter the following information:
Unit – Input the appropriate Business Unit.

Journal ID – Input a journal ID. This can be a maximum of 10 characters. Note, since this is an Excel spreadsheet which is not linked to PeopleSoft you CANNOT use a journal ID of NEXT. It is recommended that you use a series of letters and numbers that are not similar to the auto numbering scheme. You may want to use a specific prefix for the entry such as “SS.”

Journal Date – Enter the effective date of the journal in the MM/DD/YYYY format.

Ledger Group - Input the Ledger Group, this typically should be ACTUALS.

Ledger - Input the Ledger, if needed.

Source - This is the journal source.

User – Enter your User ID

Foreign Currency – Enter USD (US Dollars)

Effective Date – Defaults to the current date.

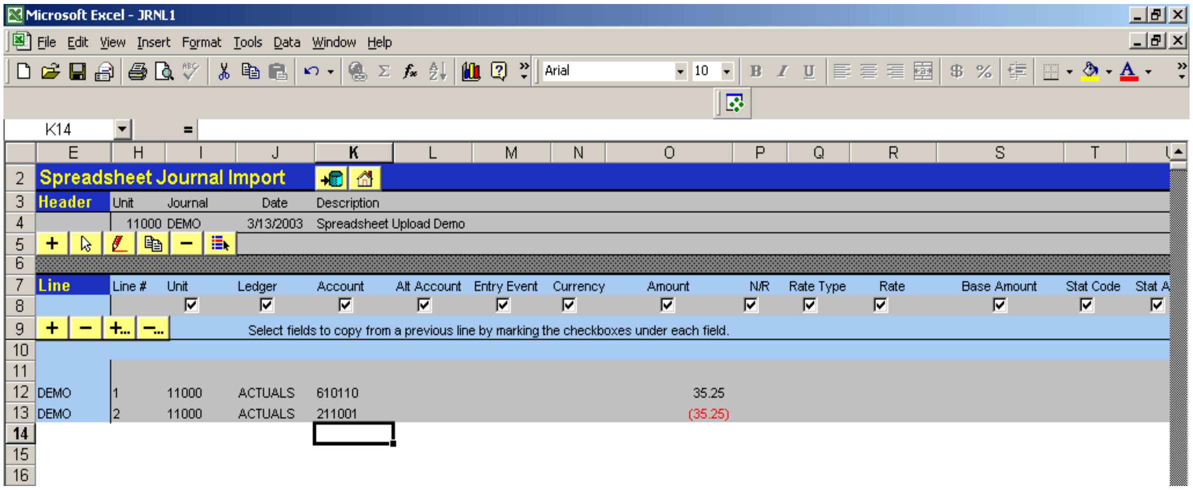
Reversal – Select a reversing date if this is appropriate, the default is None.

Description – Enter a long description of the Journal Entry if required.

Auto Gen Lines - Select this check box if the ledger group contains multiple ledgers. The **Auto Generate Lines** check box should always be checked so that the system will automatically generate journal lines to support transaction detail for each ledger in the group.

When all of the information is entered, double-check the data and then click “OK” OK. The journal header information is automatically inserted in the journal header section of the worksheet.

NOTE: It is possible to customize the spreadsheet. See PeopleBooks for more information.



Spreadsheet Journal Import

Header

Unit	Journal	Date	Description
11000	DEMO	3/13/2003	Spreadsheet Upload Demo

+ −

Line

	Line #	Unit	Ledger	Account	Alt Account	Entry Event	Currency	Amount	N/R	Rate Type	Rate	Base Amount	Stat Code	Stat A
		☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
DEMO	1	11000	ACTUALS	610110				35.25						
DEMO	2	11000	ACTUALS	211001				(35.25)						

+ − +... −...

Select fields to copy from a previous line by marking the checkboxes under each field.

The next step is to insert the Journal Line information. Click the + button and line 1 of the journal line section will appear. Enter the appropriate journal line information, just as you would if you were manually inputting a journal in PeopleSoft.

Note: Since this is an Excel spreadsheet and is not directly linked with PeopleSoft, make sure that you enter the appropriate ChartField values, as there is not a Search option that will display all of the valid values. If you inadvertently enter an invalid ChartField value, the Journal Entry will fail Edit Checking.

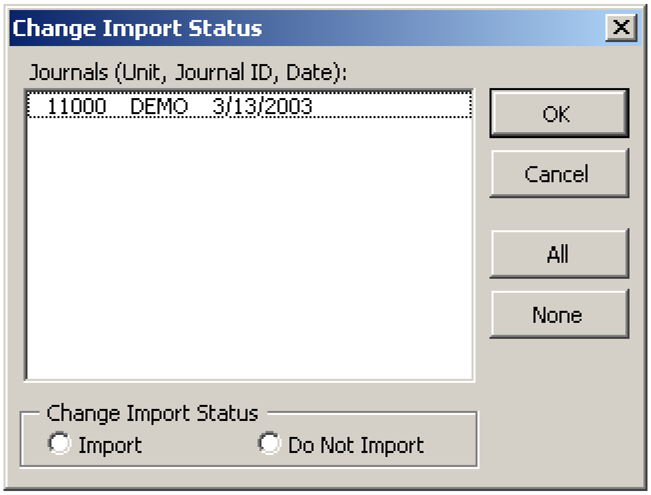
To enter the second line for the journal click on the + button again. If the check boxes are checked (Row 8) below the journal line labels (Row 7) then the value form line 1 will be copied to line 2. As new rows are inserted the ChartField values will be populated with the values in the line above, assuming these check boxes are checked.

To insert or delete a group of rows press the Copies a Block of Multiple Lines +... button or Deletes a block of multiple lines −... button. You can then select how many rows to insert or delete at one time.

Once you have entered a balanced Journal Entry and checked the lines it is ready to be "imported" into PeopleSoft.

STEP 2: IMPORTING THE JOURNAL WORKSHEET

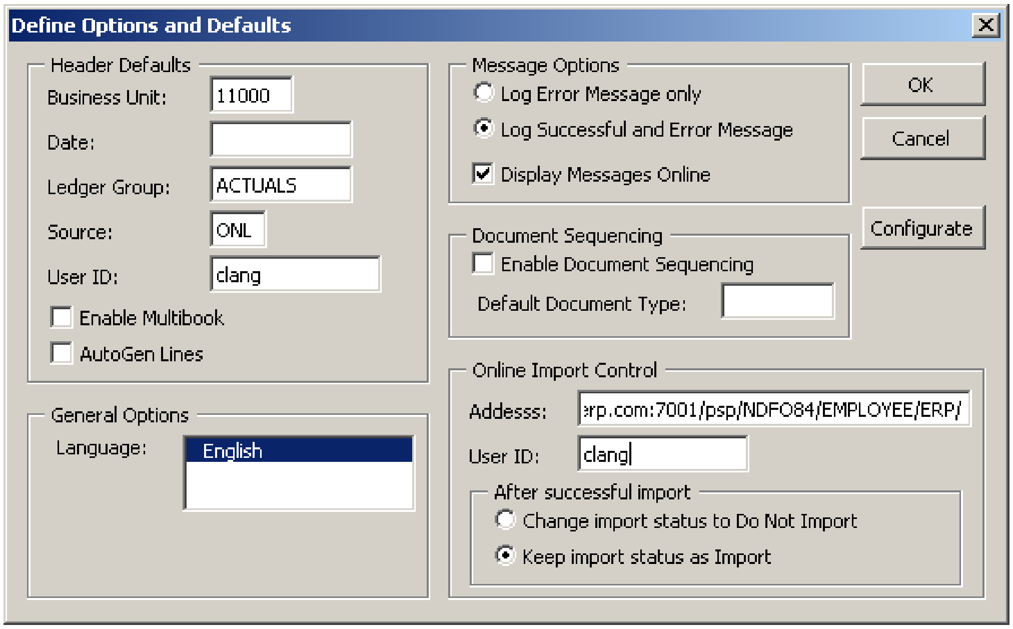
The final step is to import the journal into PeopleSoft. Press on the Spreadsheet page to view the Journal Status. The following page appears.


Change Import Status
Journals (Unit, Journal ID, Date):
11000 DEMO 3/13/2003
OK
Cancel
All
None
Change Import Status
○ Import
○ Do Not Import

The Status should be "Import." Then press "OK."

Return to the Control Page by clicking on the button. To view the Import Control of the current journal, click on the Set Up Setup Button. Verify the address and User ID under Online Import Control. Then press "OK".

Note: The instructor will provide the URL address for your use.


Define Options and Defaults

Header Defaults
Business Unit: 11000
Date:
Ledger Group: ACTUALS
Source: ONL
User ID: clang
☐ Enable Multibook
☐ AutoGen Lines

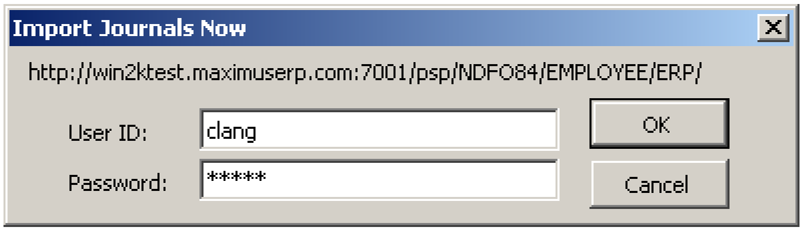
General Options
Language: English

Message Options
○ Log Error Message only
● Log Successful and Error Message
☑ Display Messages Online

Document Sequencing
☐ Enable Document Sequencing
Default Document Type:

Online Import Control
Addesss: erp.com:7001/psp/NDFO84/EMPLOYEE/ERP/
User ID: clang
After successful import
○ Change import status to Do Not Import
● Keep import status as Import

The final step is to click on the Import Journals Now button at the top of the Journal Worksheet. Or you can click on the Import Now button Import Now on the Control Worksheet. This will launch a Message Agent window called Process Journals.


Import Journals Now
http://win2ktest.maximuserp.com:7001/psp/NDFO84/EMPLOYEE/ERP/
User ID: clang
Password: *****

Enter the user ID and password and click "OK" OK to import the spreadsheet journals into your database. You do not need to specify the URL for your database, because it appears automatically above the User ID in this dialog box.

Note: The training class User ID and Password will be provided by the instructor. You will use your own User ID and Password for the production database.

Once the journal import is complete, navigate to PeopleSoft Journals to Edit Check, Budget Check, and Post the Journal Entry.

Other Journal Import Functions and Notes

Use the control button 🏠 on the journal worksheets page to navigate to the Control Worksheet, the initial worksheet in the JRNL1.xls file.

Use the Set Up **Setup** button to establish defaults for journal header information, such as Business Unit, ledger group, etc., and import status changes.

Use the Notes **Notes** button to record notes regarding calculations, instructions, etc. that relate to the journal worksheet. These notes remain a part of the JRNL1.XLS file and are not loaded into PeopleSoft.

IDB AP PROCESSING

VOUCHER CREATION

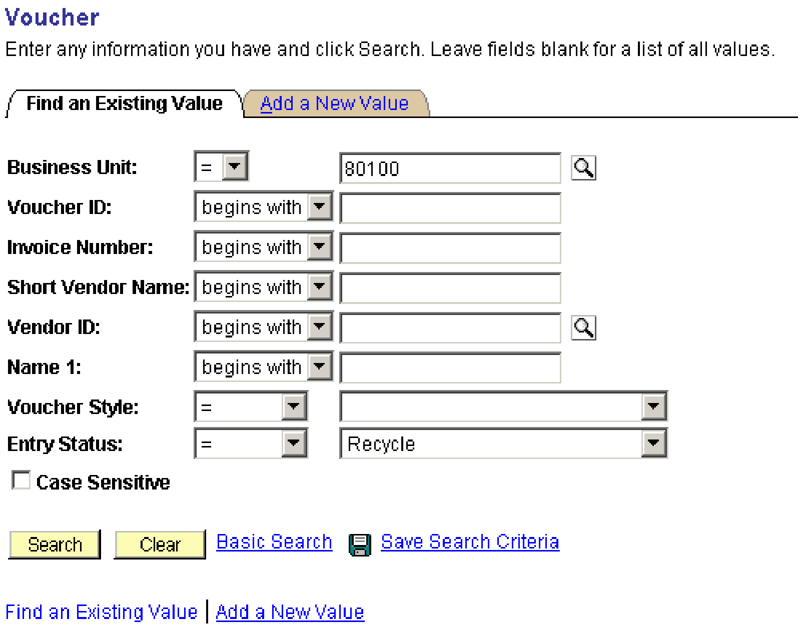
The IDB process combines with PeopleSoft's voucher build to create an IDB voucher for the agency billed in the IDB process. A voucher consists of a Header, Voucher Lines and Distribution lines. At a minimum, a voucher must have one of each to be valid. In addition, the sum of the distribution lines must balance to the voucher lines, and the voucher lines must balance to the voucher header. . In the initial creation of the IDB voucher, a dummy value of 999999 is entered for the account and it must be changed before the voucher can be processed.

STEP 1 – RETRIEVE VOUCHER

Enter Voucher Page

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry*

We first utilize the above navigation to update an IDB voucher. The Business Unit field will default from your operator preference. The voucher's status is Recycle because of the dummy account. You may want to save the search criteria and reuse it in the future.



Voucher

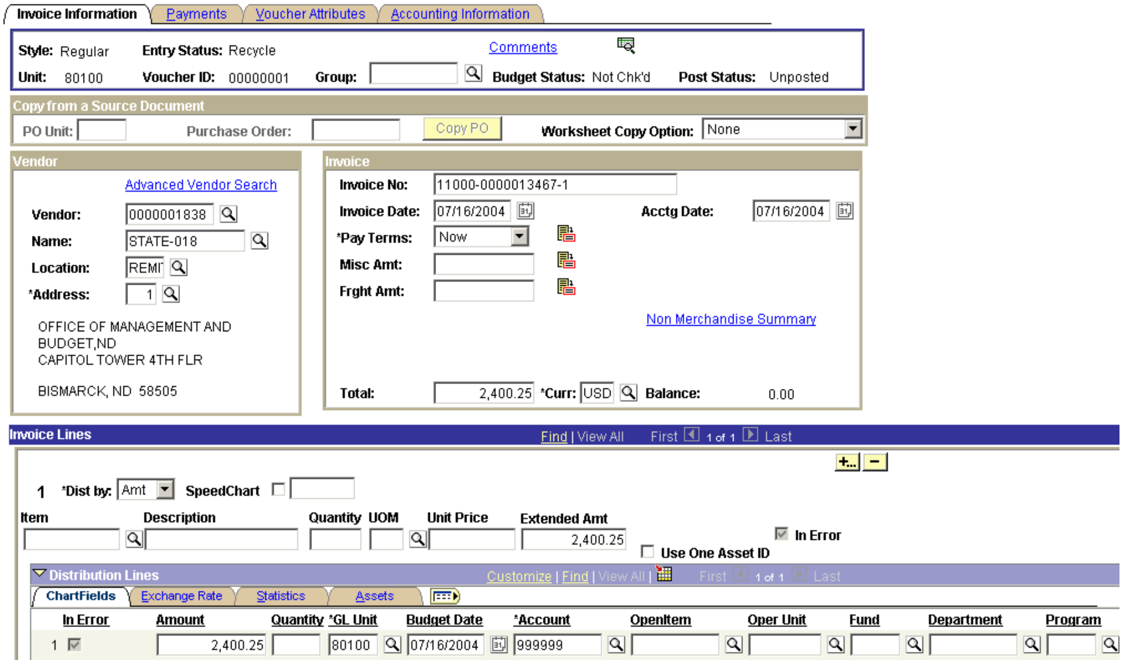
Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit:	=	80100
Voucher ID:	begins with	
Invoice Number:	begins with	
Short Vendor Name:	begins with	
Vendor ID:	begins with	
Name 1:	begins with	
Voucher Style:	=	
Entry Status:	=	Recycle

☐ Case Sensitive

Click Search to retrieve your outstanding vouchers. Select the one you want to edit.

Invoice Information Page


Invoice Information
Payments
Voucher Attributes
Accounting Information
Comments
Copy PO
Advanced Vendor Search
Non Merchandise Summary
Find | View All
First 1 of 1 Last
Customize | Find | View All
ChartFields
Exchange Rate
Statistics
Assets

Style: Regular
Entry Status: Recycle
Unit: 80100
Voucher ID: 00000001
Group:
Budget Status: Not Chk'd
Post Status: Unposted

Copy from a Source Document
PO Unit:
Purchase Order:
Worksheet Copy Option: None

Vendor
Vendor: 0000001838
Name: STATE-018
Location: REMI
*Address: 1

OFFICE OF MANAGEMENT AND
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CAPITOL TOWER 4TH FLR

BISMARCK, ND 58505

Invoice
Invoice No: 11000-0000013467-1
Invoice Date: 07/16/2004
Acctg Date: 07/16/2004
*Pay Terms: Now
Misc Amt:
Frght Amt:
Total: 2,400.25
*Curr: USD
Balance: 0.00

Invoice Lines
1 *Dist by: Amt
SpeedChart ☐

Item	Description	Quantity	UOM	Unit Price	Extended Amt
					2,400.25

☐ Use One Asset ID
☑ In Error

Distribution Lines

	In Error	Amount	Quantity	*GL Unit	Budget Date	*Account	OpenItem	Oper Unit	Fund	Department	Program
1	☑	2,400.25		80100	07/16/2004	999999					

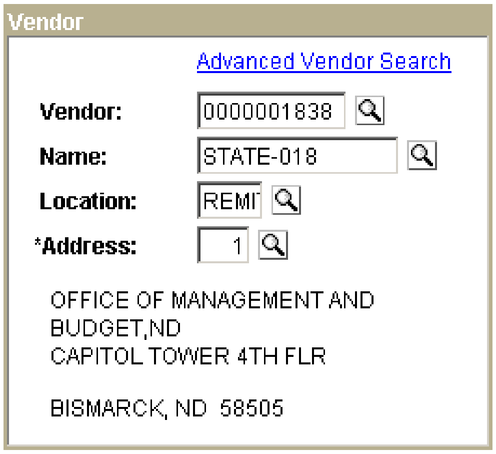
This brings up the Invoice Information page, where most of the work of creating a voucher takes place. Since this page is somewhat complex, we will break the page into the following sections. Each section will be covered individually throughout this manual.

- Vendor Section
- Invoice Section
- Invoice Lines Section
  - Distribution Lines Subsection

STEP 2 – ADD INVOICE INFORMATION

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry*

Vendor Section



Vendor: 0000001838
Name: STATE-018
Location: REMI
*Address: 1

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BUDGET,ND
CAPITOL TOWER 4TH FLR

BISMARCK, ND 58505

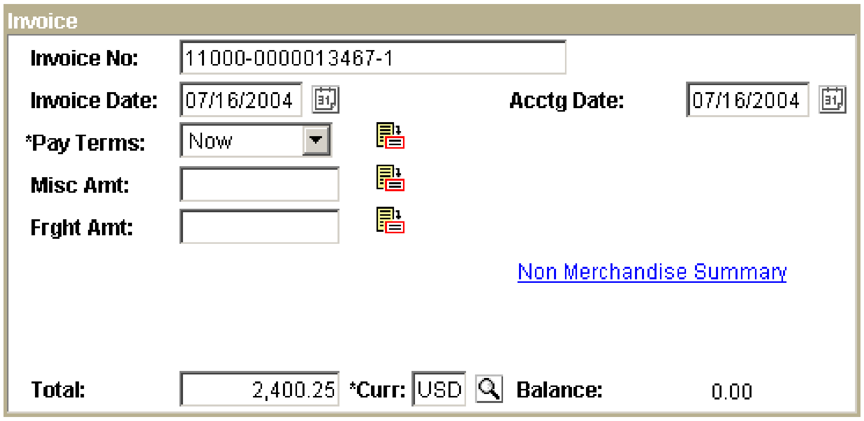
The vendor information defaults from the file sent by the billing agency. **Do not change.**

Vendor – Vendor Number
Name – Name of Vendor
Location – Vendor Location
Address – Vendor Address

Invoice Section

The fields on this section of the page relate to the vendor invoice that you are vouchering.

Invoice No – The invoice number comes from the billing agency and consists of their Business Unit, Journal Id and line number from the journal used to create the voucher.
Invoice Dt – The date the bill was created.
Pay Terms – Will default to 0 days.
Misc. Amt – Amount of any invoiced charge. Not currently used by the State of North Dakota.
Frght Amt – Amount of any invoiced freight charge. Not currently used by the State of North Dakota.
Total – Defaults to the amount billed. This figure will need to be adjusted if you are paying less than the amount billed.
Balance – Compares the Total (above) to the sum of the voucher lines to alert you of an out of balance situation. As stated above, an out of balance voucher may be saved in a recycled state; however, in order to process further, the voucher must be balanced.


Invoice
Invoice No: 11000-0000013467-1
Invoice Date: 07/16/2004
Acctg Date: 07/16/2004
*Pay Terms: Now
Misc Amt:
Frght Amt:
Total: 2,400.25
*Curr: USD
Balance: 0.00

At any time, clicking on the Refresh button at the bottom of the page, will rebalance the voucher, and update the Balance field.

STEP 3 –INVOICE AND DISTRIBUTION LINES

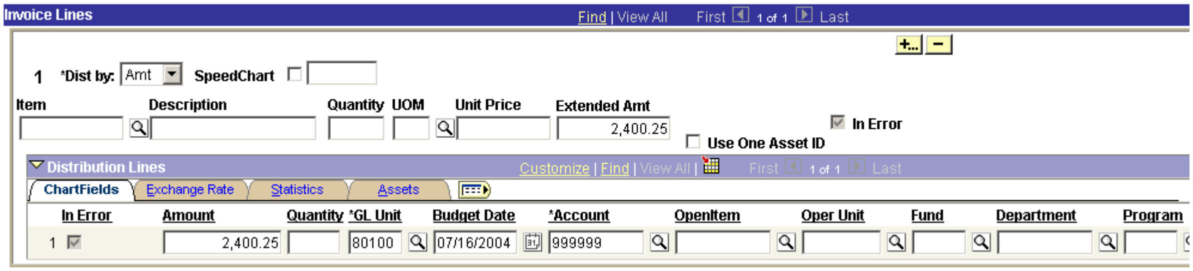
Invoice Lines Section

One Invoice line will default into the page for an IDB voucher

Dist By. – Defaults to amount.
SpeedChart. – Are used as a shortcut to distributing vouchers.
Item– Not used in IDB processing.
Description – Description of line item being vouchered.
Quantity. – Not used in IDB processing.
UOM. – Not used in IDB processing.
Unit Price – Not used in IDB processing.
Extended Amount – Defaults from billing.

Speed Charts

Speed Charts are a shortcut tool that allows distribution information to be easily populated from stored profiles. As stated above, every invoice line requires a distribution or distributions that will balance with the total of the line. In addition, it is common to have several common sets of distributions that are used repeatedly. Speed Charts enable these common distributions to be stored and later defaulted as needed. They work like cost centers do in the current system.


Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
ChartFields
Exchange Rate
Statistics
Assets

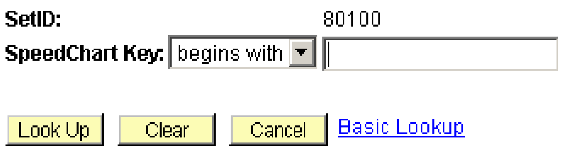
1 *Dist by: Amt SpeedChart ☐

Item	Description	Quantity	UOM	Unit Price	Extended Amt
					2,400.25

☐ Use One Asset ID
☑ In Error

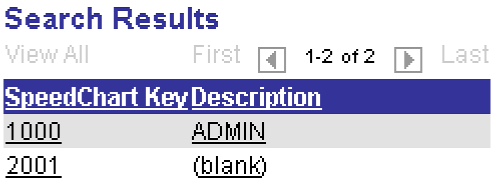
	In Error	Amount	Quantity	*GL Unit	Budget Date	*Account	OpenItem	Oper Unit	Fund	Department	Program
1	☑	2,400.25		80100	07/16/2004	999999					

First, ✓ on the SpeedChart checkbox, then enter the SpeedChart name if known or click on the 🔍 icon to search.


Look Up
Clear
Cancel
Basic Lookup

SetID: 80100
SpeedChart Key: begins with

This will take you to the SpeedChart search box. Click on the Look Up button to view a list of search results.

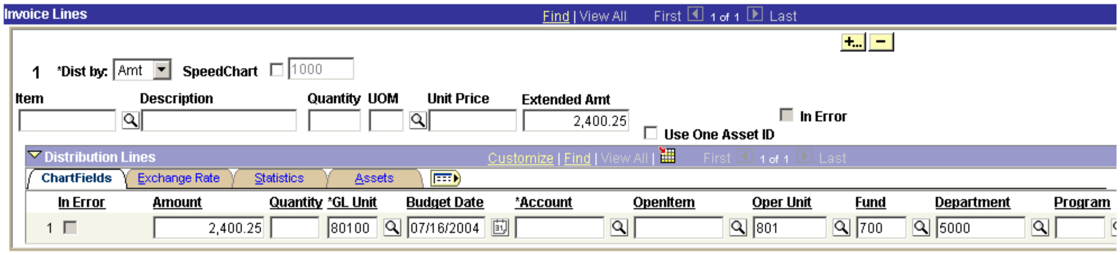


Search Results

View All First 1-2 of 2 Last

SpeedChart Key	Description
1000	ADMIN
2001	(blank)

Select the desired SpeedChart.


Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
ChartFields
Exchange Rate
Statistics
Assets

1 *Dist by: Amt SpeedChart ☐ 1000

Item	Description	Quantity	UOM	Unit Price	Extended Amt
					2,400.25

☐ Use One Asset ID

☐ In Error

	In Error	Amount	Quantity	*GL Unit	Budget Date	*Account	OpenItem	Oper Unit	Fund	Department	Program
1	☐	2,400.25		80100	07/16/2004			801	700	5000	

The values from the SpeedChart default into the Distribution Lines subsection of the page. It is important to remember the following additional information about SpeedCharts:

- SpeedCharts may be built to include multiple lines of distribution information
- SpeedCharts may be limited to an individual Operator, or permission lists that encompass several operators.

Distribution Lines Sub Section

It is important to keep in mind that one voucher line may have one or more distribution lines, this is allowed as long as the quantity and amount being distributed adds up to the quantity or amount for the voucher line. The following field values relate to common values on this sub section of the panel:

Quantity – The quantity being vouchered to the distribution line.
GL Unit – The GL Business Unit, or agency, the accounting entries will update.
Budget Date – The date of budget being checked against.
Account – The account being charged.
Fund – The fund being charged.
Class – The Appropriation line being charged
Dept – The department being charged.
Program. – The program being charged.
Project. – The project being charged.

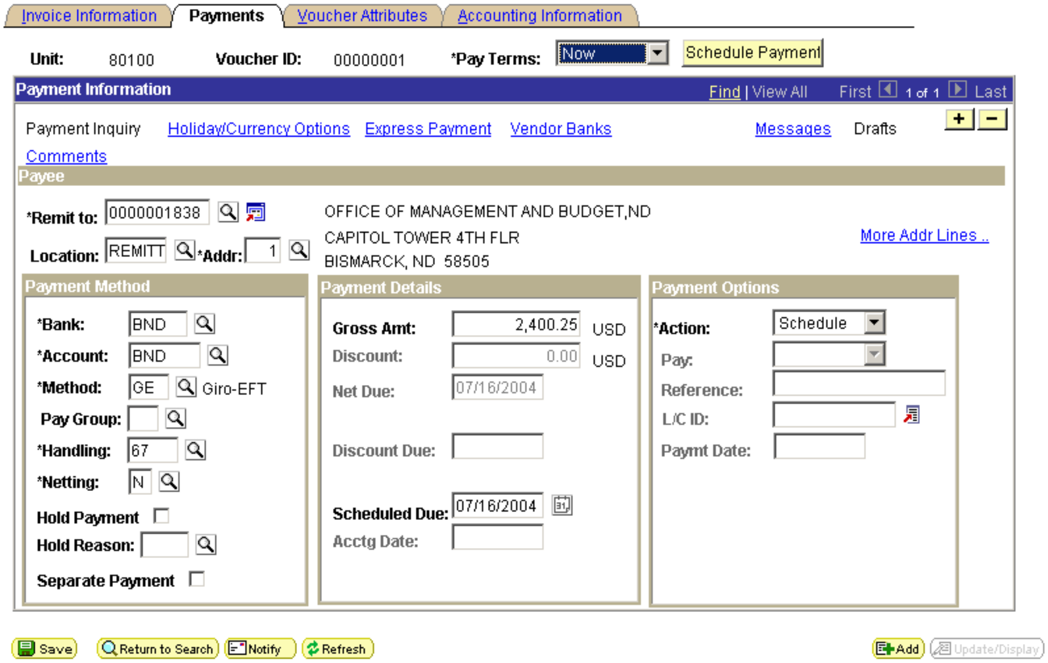
STEP 4 – EDIT PAYMENT INFORMATION

Navigation: *Accounts Payable* > *Vouchers* > *Entry* > *Regular Entry>Payment Information*
In this step, remit vendor, bank and payment scheduling information is recorded. Generally, this page is only updated during voucher creation if one of the following conditions exist:

- The voucher has multiple payees.
- The voucher requires a partial payment.

Since these items will never occur in IDB processing, this step is only for reference.

Payments Page


Invoice Information
Payments
Voucher Attributes
Accounting Information
Schedule Payment
Payment Information
Find | View All
First 1 of 1 Last
Payment Inquiry
Holiday/Currency Options
Express Payment
Vendor Banks
Messages
Drafts
Comments
More Addr Lines ..
Save
Return to Search
Notify
Refresh
Add
Update/Display

Unit: 80100 Voucher ID: 00000001 *Pay Terms: Now

Payee

*Remit to: 0000001838
Location: REMITT *Addr: 1
OFFICE OF MANAGEMENT AND BUDGET,ND
CAPITOL TOWER 4TH FLR
BISMARCK, ND 58505

Payment Method

*Bank: BND
*Account: BND
*Method: GE Giro-EFT
Pay Group:
*Handling: 67
*Netting: N
Hold Payment ☐
Hold Reason:
Separate Payment ☐

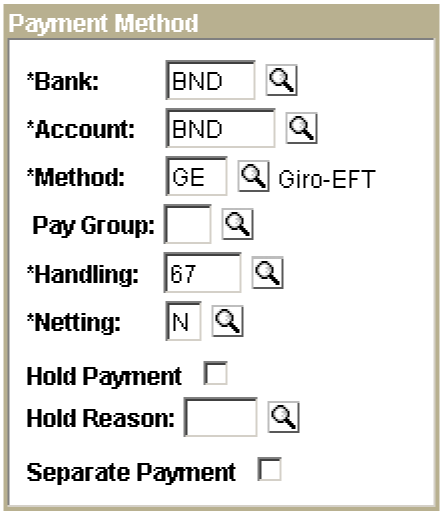
Payment Details

Gross Amt: 2,400.25 USD
Discount: 0.00 USD
Net Due: 07/16/2004
Discount Due:
Scheduled Due: 07/16/2004
Acctg Date:

Payment Options

*Action: Schedule
Pay:
Reference:
L/C ID:
Paymt Date:

Payment Method Section



*Bank:	BND
*Account:	BND
*Method:	GE Giro-EFT
Pay Group:	
*Handling:	67
*Netting:	N
Hold Payment	☐
Hold Reason:	
Separate Payment	☐

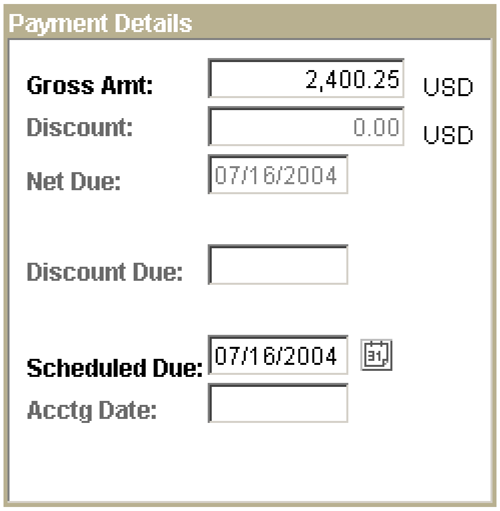
Generally, this section is not used unless:

- A partial payment for the voucher is being created.
- The voucher requires a different payment method.
- The vendor needs to have a separate payment.

Account. – Bank Account.
Handling. – Used for check sorting.
Hold Payment. – This is selected to hold a payment.
Hold Reason. – All held payments require a held reason, select either: AMT, (Amount Dispute), CRT (Retention), GDS (Goods Disputed), or WTH (Witholding).

Payment Details Section

The Payment Details section needs to reflect properly each Scheduled payment. If the voucher contains multiple payments ensure that the amounts and due dates of all payments are correct.

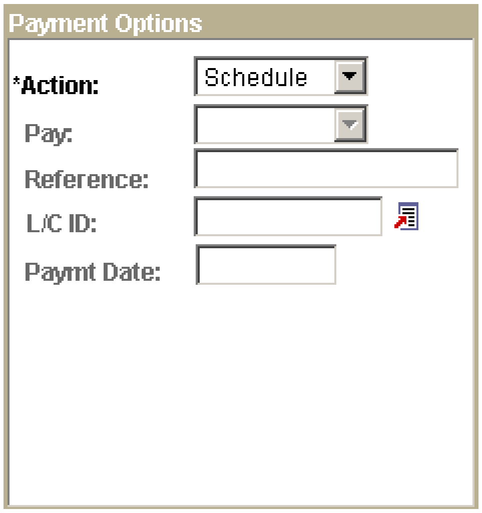

Payment Details

Gross Amt: 2,400.25 USD
Discount: 0.00 USD
Net Due: 07/16/2004
Discount Due:
Scheduled Due: 07/16/2004
Acctg Date:

Gross Amt. – The amount of the scheduled payment,
Scheduled Due. – This field is calculated from the payment terms

Payment Options Section

After the check / checks are issued, the reference number, i.e. check number and payment date will be populated.

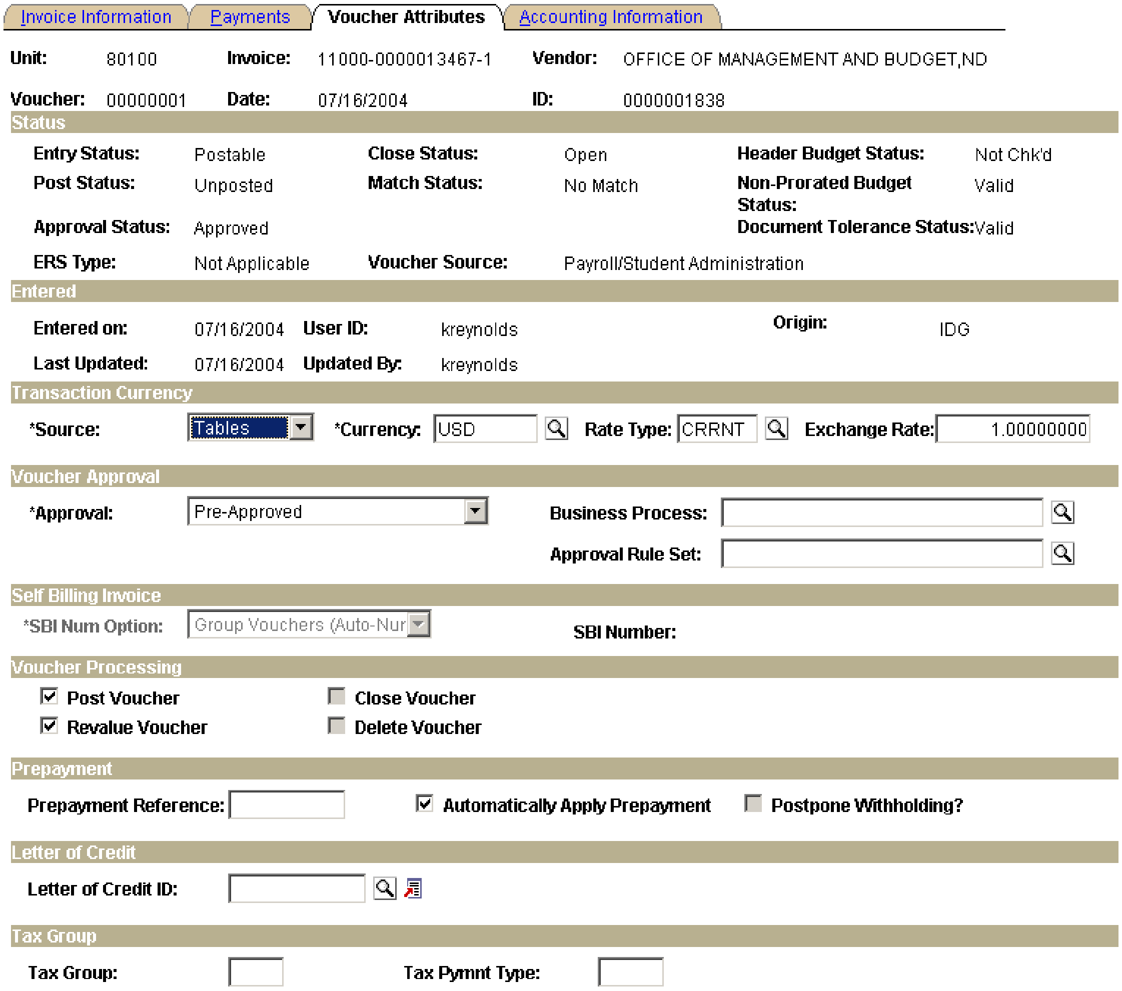

Payment Options

***Action:** Schedule
Pay:
Reference:
L/C ID:
Paymt Date:

STEP 5 – EDIT VOUCHER ATTRIBUTES

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry>Voucher Attributes*
Voucher Attributes is mainly for reference and serves as a window into various statuses of the voucher. Very few vouchers will require updates.

Voucher Attributes page



Unit: 80100 **Invoice:** 11000-0000013467-1 **Vendor:** OFFICE OF MANAGEMENT AND BUDGET,ND
Voucher: 00000001 **Date:** 07/16/2004 **ID:** 0000001838

Status

Entry Status: Postable **Close Status:** Open **Header Budget Status:** Not Chk'd
Post Status: Unposted **Match Status:** No Match **Non-Prorated Budget Status:** Valid
Approval Status: Approved **Document Tolerance Status:** Valid
ERS Type: Not Applicable **Voucher Source:** Payroll/Student Administration

Entered

Entered on: 07/16/2004 **User ID:** kreynolds **Origin:** IDG
Last Updated: 07/16/2004 **Updated By:** kreynolds

Transaction Currency

***Source:** Tables ***Currency:** USD **Rate Type:** CRRNT **Exchange Rate:** 1.00000000

Voucher Approval

***Approval:** Pre-Approved **Business Process:**
Approval Rule Set:

Self Billing Invoice

***SBI Num Option:** Group Vouchers (Auto-Nur **SBI Number:**

Voucher Processing

☑ Post Voucher ☐ Close Voucher
☑ Revalue Voucher ☐ Delete Voucher

Prepayment

Prepayment Reference: ☑ Automatically Apply Prepayment ☐ Postpone Withholding?

Letter of Credit

Letter of Credit ID:

Tax Group

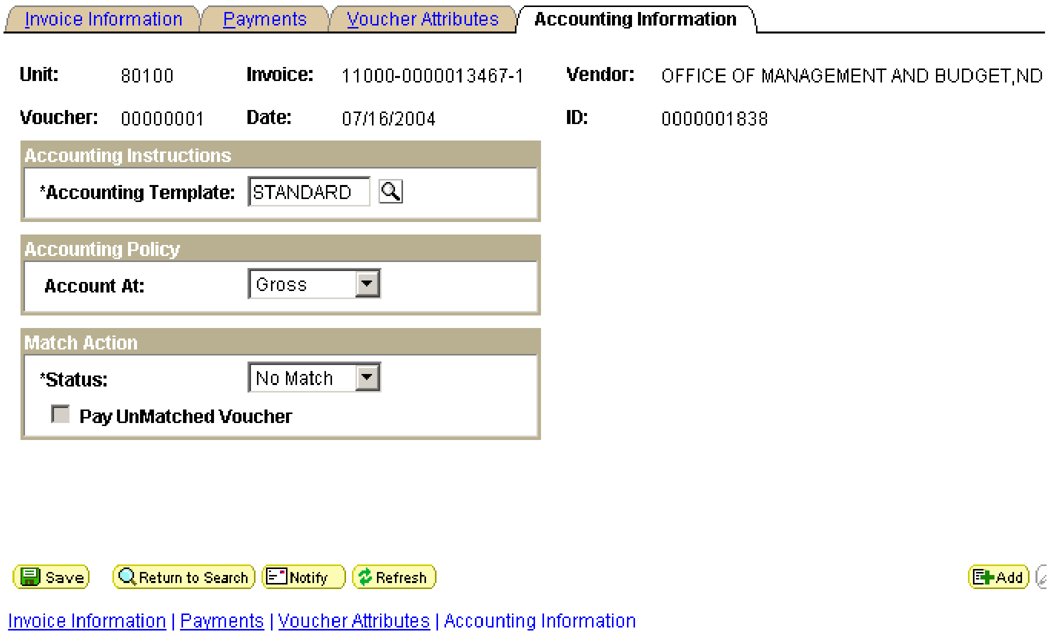
Tax Group: **Tax Pymnt Type:**

Step 6 – Accounting Information Page

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry>Accounting Information*

For most users, edits to the Accounting Information page will not be necessary. The exception to this rule will be for advanced users, who will need to be familiar with the Match Action section of the page. This is covered later in the course.

Accounting Information page


Invoice Information
Payments
Voucher Attributes
Accounting Information

Unit: 80100 **Invoice:** 11000-0000013467-1 **Vendor:** OFFICE OF MANAGEMENT AND BUDGET,ND

Voucher: 00000001 **Date:** 07/16/2004 **ID:** 0000001838

Accounting Instructions

***Accounting Template:** STANDARD

Accounting Policy

Account At: Gross

Match Action

***Status:** No Match

☐ **Pay UnMatched Voucher**

Save
Return to Search
Notify
Refresh
Add
Invoice Information | Payments | Voucher Attributes | Accounting Information

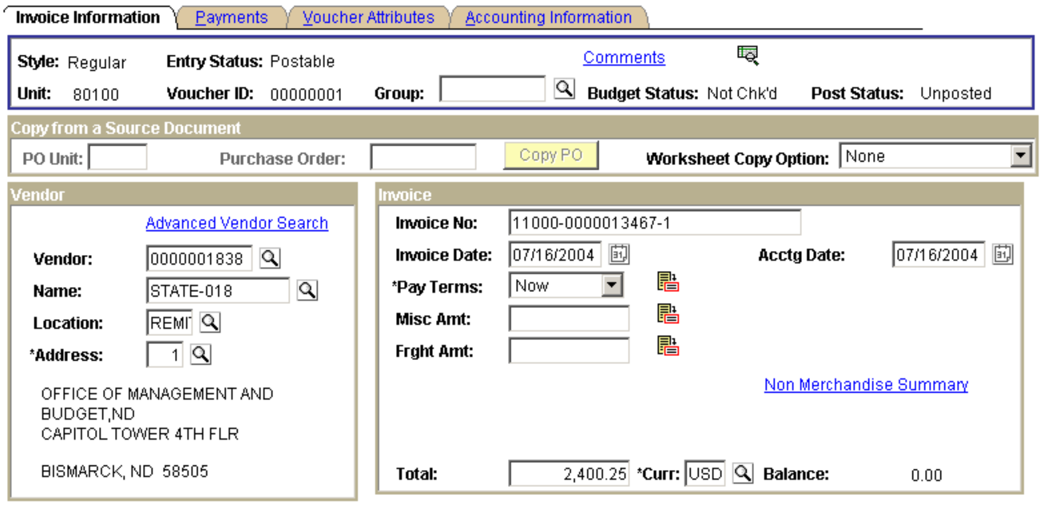
At this point, if your voucher is complete click on the Save icon to save your voucher.

STEP 7 – VOUCHER BUDGET CHECKING

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry>Invoice Information*

After the above steps have been completed, the final step is to Budget Check the voucher. After the voucher has been saved, return to the Invoice Information page.

Invoice Information page


Invoice Information
Payments
Voucher Attributes
Accounting Information
Comments
Copy from a Source Document
Copy PO
Vendor
Advanced Vendor Search
Invoice
Non Merchandise Summary

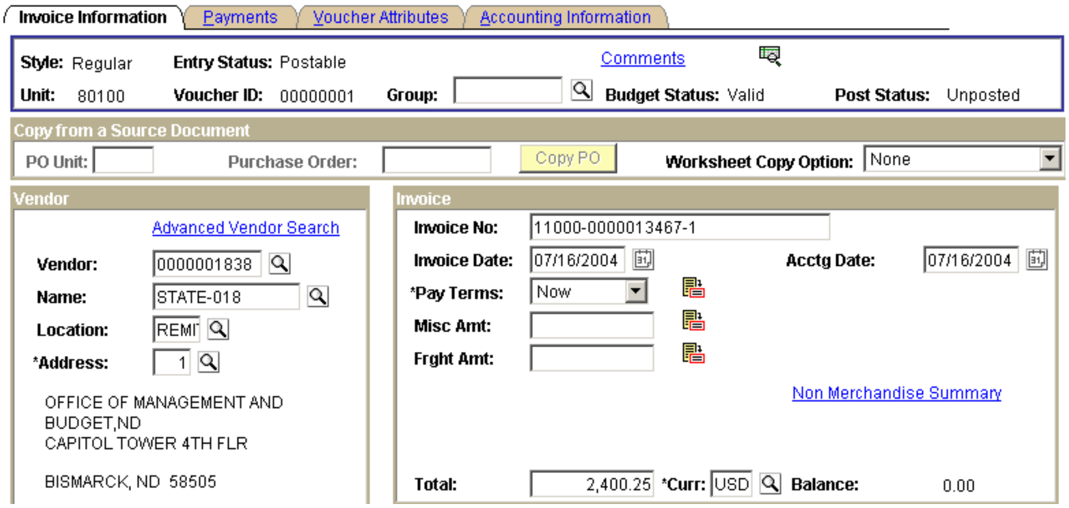
Style: Regular
Entry Status: Postable
Unit: 80100
Voucher ID: 00000001
Group:
Budget Status: Not Chk'd
Post Status: Unposted
PO Unit:
Purchase Order:
Worksheet Copy Option: None
Vendor: 0000001838
Name: STATE-018
Location: REMI
*Address: 1

OFFICE OF MANAGEMENT AND
BUDGET,ND
CAPITOL TOWER 4TH FLR

BISMARCK, ND 58505

Invoice No: 11000-0000013467-1
Invoice Date: 07/16/2004
Acctg Date: 07/16/2004
*Pay Terms: Now
Misc Amt:
Frght Amt:
Total: 2,400.25
*Curr: USD
Balance: 0.00

Notice that since the voucher has been saved, that the voucher now has a Voucher ID, and all of the Invoice information has been populated. Next, click on the “Budget Checking” icon to start the budget checking process.


Invoice Information
Payments
Voucher Attributes
Accounting Information
Comments
Copy from a Source Document
Copy PO
Vendor
Advanced Vendor Search
Invoice
Non Merchandise Summary

Style: Regular
Entry Status: Postable
Unit: 80100
Voucher ID: 00000001
Group:
Budget Status: Valid
Post Status: Unposted
PO Unit:
Purchase Order:
Worksheet Copy Option: None
Vendor: 0000001838
Name: STATE-018
Location: REMI
*Address: 1

OFFICE OF MANAGEMENT AND
BUDGET,ND
CAPITOL TOWER 4TH FLR

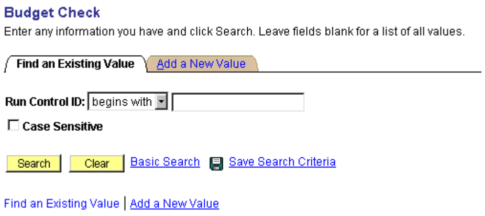
BISMARCK, ND 58505

Invoice No: 11000-0000013467-1
Invoice Date: 07/16/2004
Acctg Date: 07/16/2004
*Pay Terms: Now
Misc Amt:
Frght Amt:
Total: 2,400.25
*Curr: USD
Balance: 0.00

After completion, note the Budget Check status shows valid.

Batch Budget Checking

Navigation: *Accounts Payable > Batch Processes > Vouchers > Budget Check*


Find an Existing Value
Add a New Value
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value

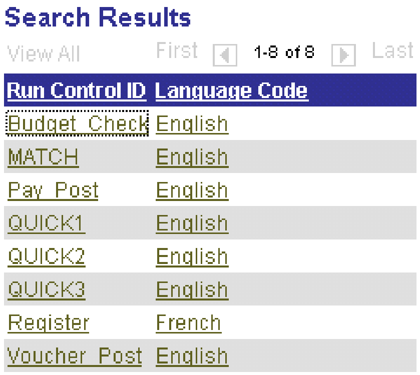
Budget Check

Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID: begins with

☐ Case Sensitive

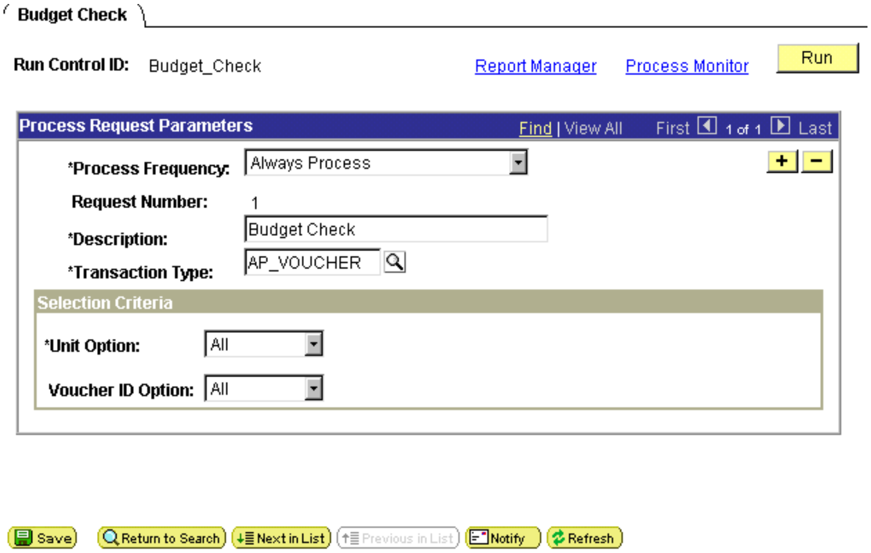
To run the process, requires a Run Control, you can either create a new one, or specify an existing, for our example, an existing Run Control was utilized by clicking on the Search button.


View All
First
1-8 of 8
Last

Search Results

Run Control ID	Language Code
Budget_Check	English
MATCH	English
Pay_Post	English
QUICK1	English
QUICK2	English
QUICK3	English
Register	French
Voucher_Post	English

From our results, we then select a Run Control ID. For this example the value Budget_Check was selected.



Budget Check
Report Manager
Process Monitor
Run
Find | View All
First 1 of 1 Last
Save
Return to Search
Next in List
Previous in List
Notify
Refresh

Run Control ID: Budget_Check

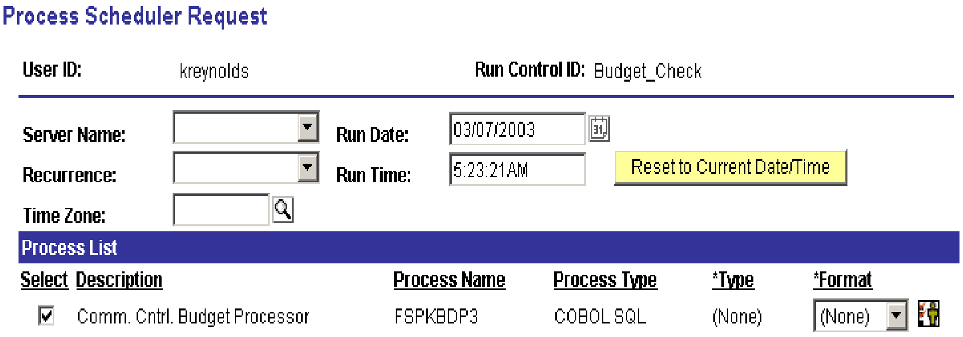
Process Request Parameters

*Process Frequency:	Always Process
Request Number:	1
*Description:	Budget Check
*Transaction Type:	AP_VOUCHER

Selection Criteria

*Unit Option:	All
Voucher ID Option:	All

To run for all Business units, the page should be configured identically as the example above. Press the Run button to go to the Process Scheduler Request.

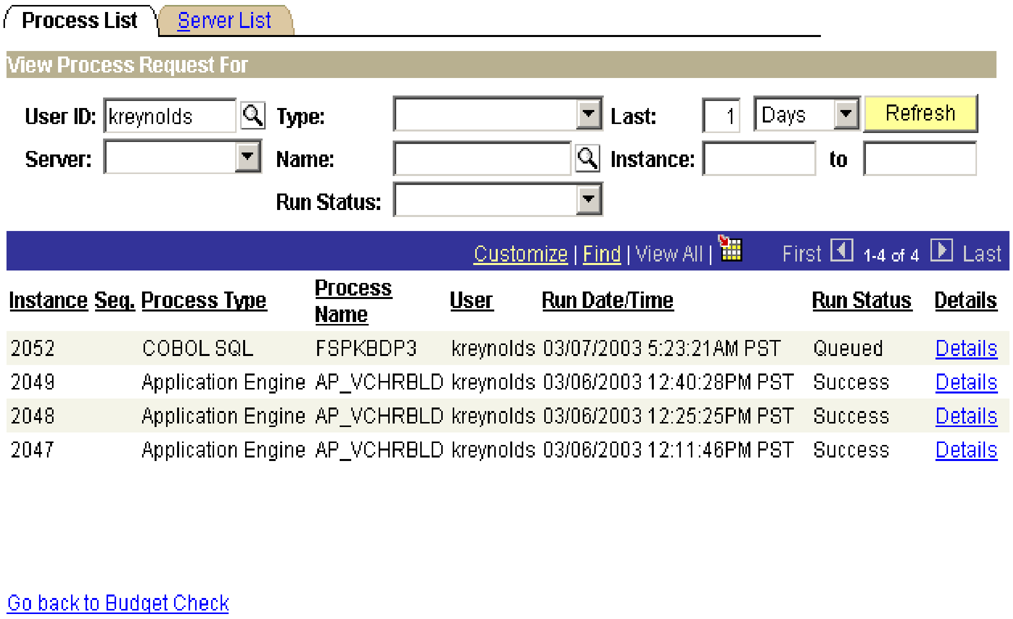


Process Scheduler Request
Reset to Current Date/Time
Process List

User ID:	kreynolds
Run Control ID:	Budget_Check
Server Name:	
Recurrence:	
Time Zone:	
Run Date:	03/07/2003
Run Time:	5:23:21AM

Select	Description	Process Name	Process Type	*Type	*Format
☑	Comm. Cntrl. Budget Processor	FSPKBDP3	COBOL SQL	(None)	(None)

Press the OK to start the process. After the process begins, you will be returned to the Budget Check page. From there press on the Process Monitor link to check the status of the process.


Process List
Server List

View Process Request For

User ID: kreynolds
Type:
Last: 1 Days
Refresh
Server:
Name:
Instance: to
Run Status:

Customize | Find | View All | First 1-4 of 4 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
2052		COBOL SQL	FSPKBDP3	kreynolds	03/07/2003 5:23:21AM PST	Queued	Details
2049		Application Engine	AP_VCHRBLD	kreynolds	03/06/2003 12:40:28PM PST	Success	Details
2048		Application Engine	AP_VCHRBLD	kreynolds	03/06/2003 12:25:25PM PST	Success	Details
2047		Application Engine	AP_VCHRBLD	kreynolds	03/06/2003 12:11:46PM PST	Success	Details

Go back to Budget Check

Refresh the panel by pressing on the Refresh button, not more than twice per minute. When the process completes, the Run Status should update to success.

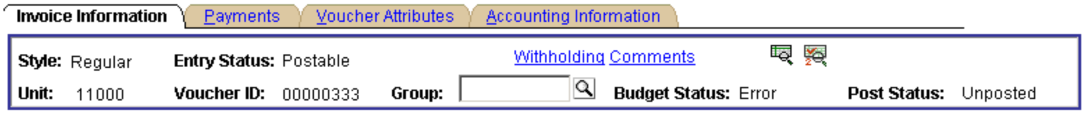
BUDGET CHECKING ERRORS

In our previous example, the voucher passed Budget Check successfully the first time through. In the real world, this is not always the case. This chapter has been written to demonstrate the diagnostic process of how to troubleshoot budget check errors, and get back on track.

Navigation: Accounts Payable – Voucher Entry – Invoice Information

Invoice Information page

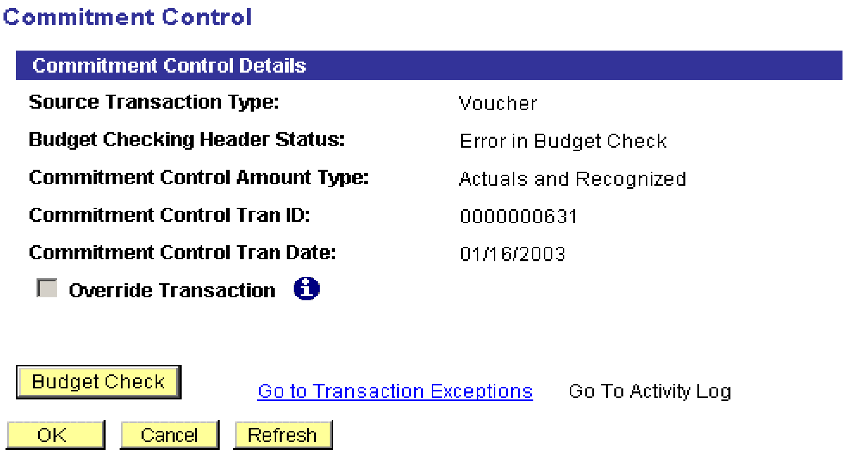
When an error has occurred during budget checking, a Budget Status of “Error” will appear on the Invoice Information Page.


Invoice Information
Payments
Voucher Attributes
Accounting Information
Withholding
Comments

Style: Regular
Entry Status: Postable
Unit: 11000
Voucher ID: 00000333
Group:
Budget Status: Error
Post Status: Unposted

Budget Check Details button opens the Commitment Control page. This page displays the source transaction type and the amount type for the voucher.

Commitment control page



Commitment Control

Commitment Control Details

Source Transaction Type: Voucher
Budget Checking Header Status: Error in Budget Check
Commitment Control Amount Type: Actuals and Recognized
Commitment Control Tran ID: 0000000631
Commitment Control Tran Date: 01/16/2003
☐ Override Transaction

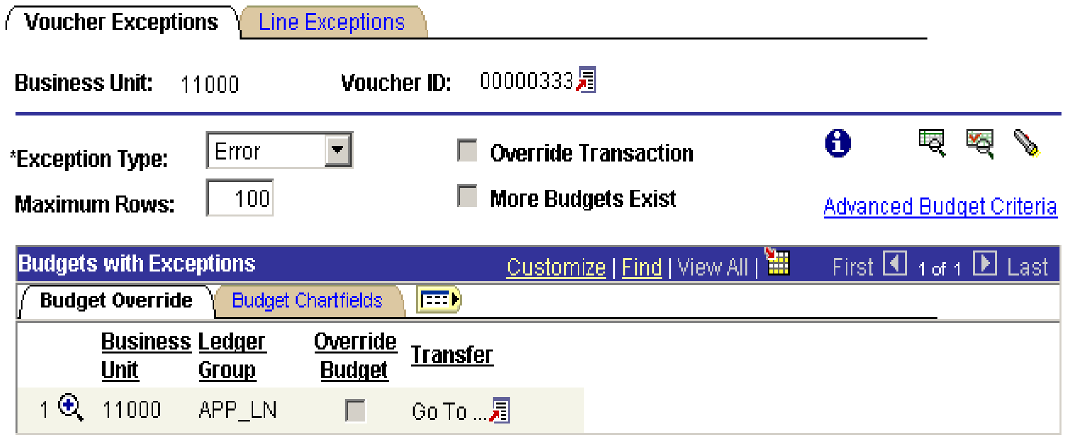
Budget Check
Go to Transaction Exceptions
Go To Activity Log
OK
Cancel
Refresh

To view budget checking errors or warning messages for vouchers click on the Go to Transaction Exceptions link (or follow the navigation shown below). The page lists budgets for the transaction lines with exceptions. Users with the appropriate authority can override the budget exceptions on this page.

Navigation to the Voucher Transaction Exceptions page:

Navigation: Commitment Control – Review Budget Check Exceptions - Voucher

Commitment Control Voucher Exceptions



Voucher Exceptions
Line Exceptions

Business Unit: 11000 **Voucher ID:** 00000333

*Exception Type: Error
Maximum Rows: 100
☐ Override Transaction
☐ More Budgets Exist

Advanced Budget Criteria
Budgets with Exceptions
Customize | Find | View All
First 1 of 1 Last
Budget Override
Budget Chartfields

	Business Unit	Ledger Group	Override Budget	Transfer
1	11000	APP_LN	☐	Go To ...

Voucher Exceptions Tab: Budget Override

Business Unit – Displays the voucher business unit.

Voucher ID – Displays the voucher ID.
Exception Type - The budget checking status of the transaction either:

- Error – Severe Violations of budget rules that will not allow a transaction to pass budget check.
- Warning – Minor errors that do not exceed budget rules, and will pass if checked again.

Override Transaction - Enables the entire transaction to update the control budget, even if error exceptions exist. Only for users with the appropriate security access will be able to do this. In addition, not all failures are eligible for override. This option is not available if the transaction passed budget checking with only warning exceptions, as warnings are automatically overridden..
Maximum Rows - The maximum number of rows that may be displayed in the scroll area.
More Budgets Exist - If selected, the transaction has more exceptions than the number entered in the Maximum Rows field.

ⓘ - **Budget Override Available Info** button to determine why you can't override a single budget entry. Click the **Tran Override Available Info** button to determine why you can't override the entire transaction. The information displayed is determined on your location.

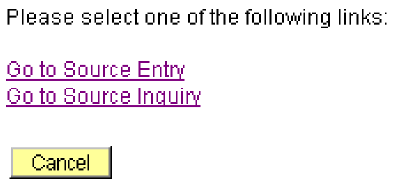
🔍 - The **Budget Check** button runs the Budget Processor again if the voucher was changed.

🔍 - The **Budget Check Details** button opens the Commitment Control page, where you can see the source transaction type and the amount type for the voucher.

🔦 - Click the **Fetch Selection** button on transaction exception pages to refresh the Budgets with Exceptions scroll area. Select on line exception pages to refresh the Transaction Lines with Budget Exceptions scroll area.

🔍 - Accesses detail pages, where you can view the reasons for the exceptions.

📄 - The **View Related Links** button will open a page with the following options:

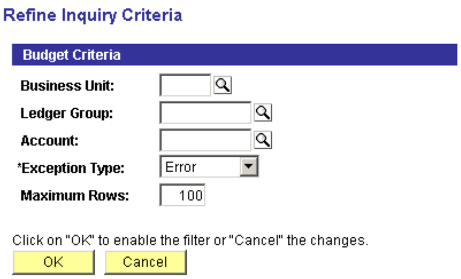


Please select one of the following links:

Go to Source Entry
Go to Source Inquiry

Go to Source Entry – This will open the Voucher component so that changes can be made to the voucher.
Go to Source Inquiry - This will open the Voucher Inquiry component to view the voucher.

Advanced Budget Criteria - Accesses the Budget Exceptions - Refine Inquiry Criteria page, where you can restrict rows to specific business units, ledger groups, and accounts. Leave these fields blank to return all values.



Refine Inquiry Criteria

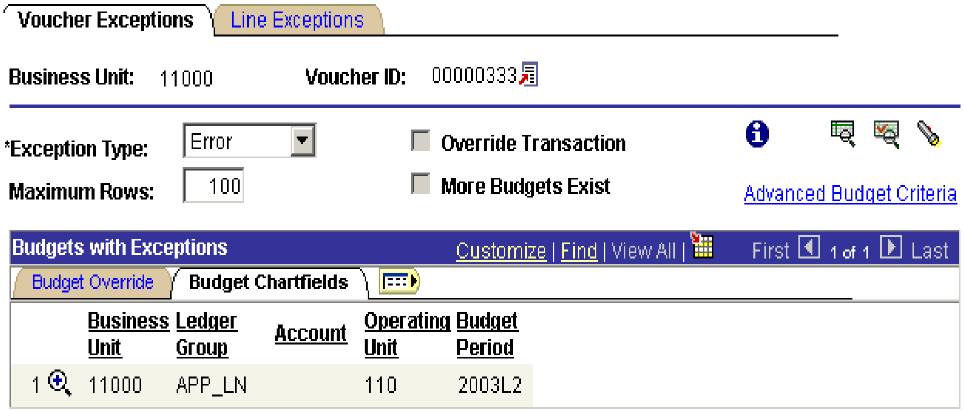
Budget Criteria

Business Unit:
Ledger Group:
Account:
*Exception Type: Error
Maximum Rows: 100

Click on "OK" to enable the filter or "Cancel" the changes.

Voucher Exceptions Tab: Budget ChartFields

The Budget ChartFields displays the ChartField values for the budgets with exceptions.


Voucher Exceptions
Line Exceptions
Override Transaction
More Budgets Exist
Advanced Budget Criteria
Budgets with Exceptions
Customize | Find | View All |
First 1 of 1 Last
Budget Override
Budget Chartfields

Business Unit: 11000 Voucher ID: 00000333

*Exception Type: Error

Maximum Rows: 100

☐ Override Transaction

☐ More Budgets Exist

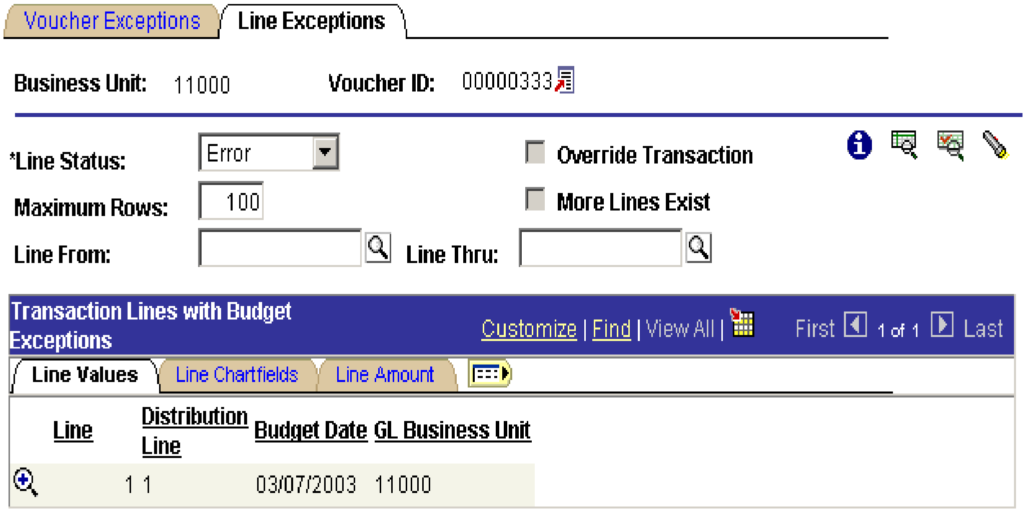
	Business Unit	Ledger Group	Account	Operating Unit	Budget Period
1	11000	APP_LN		110	2003L2

Business Unit – Displays the voucher business unit.

Ledger Group – Displays Commitment Control ledger group for the transaction header exception or transaction line exception.

Commitment Control Line Exceptions

The Lines Exceptions tab displays details for voucher lines with budget exceptions.


Voucher Exceptions
Line Exceptions
Transaction Lines with Budget Exceptions
Customize | Find | View All |
First 1 of 1 Last
Line Values
Line Chartfields
Line Amount

Business Unit: 11000

Voucher ID: 00000333

*Line Status: Error

☐ Override Transaction

Maximum Rows: 100

☐ More Lines Exist

Line From:

Line Thru:

Line	Distribution Line	Budget Date	GL Business Unit
1	1	03/07/2003	11000

Line Status – Displays the budget checking status of the transaction line.

Line From/Line Thru - To view a range of lines, enter the voucher line numbers in these fields. The prompt list shows only voucher lines with exceptions.

More Lines Exist - If selected, the transaction has more transaction line exceptions than the number entered in the Maximum Rows field.

Line Exceptions Tab: Line Values

Line – Displays the number of merchandise lines.

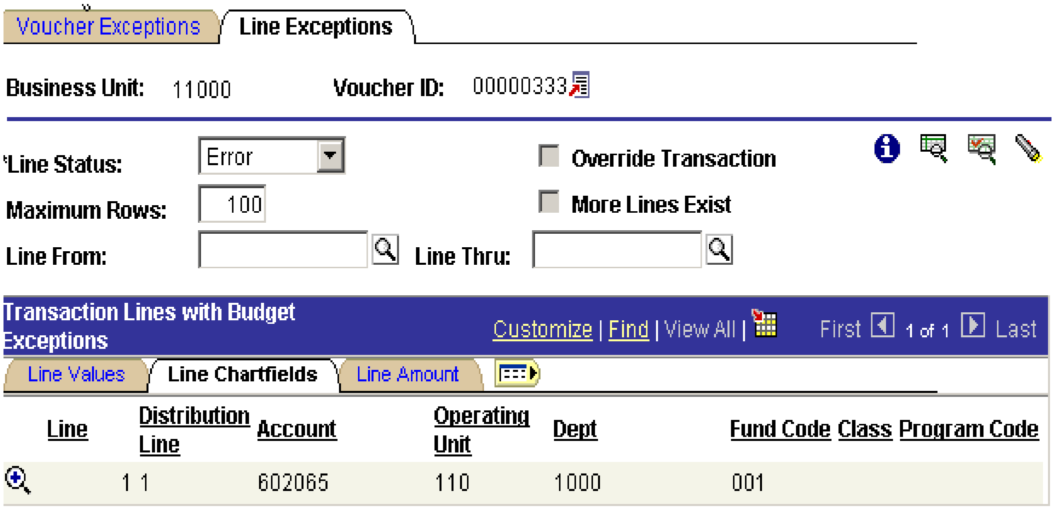
Distribution Line – Displays the number of distribution lines.

Budget Date - Displays the budget date of the transaction line.

GL Business Unit – Displays the GL Business Unit.

Line Exceptions Tab: Line ChartFields

The Line ChartFields displays the ChartField values for the voucher lines with exceptions.



Voucher Exceptions
Line Exceptions

Business Unit: 11000 **Voucher ID:** 00000333

*Line Status: Error

Maximum Rows: 100

Line From: Line Thru:

☐ Override Transaction

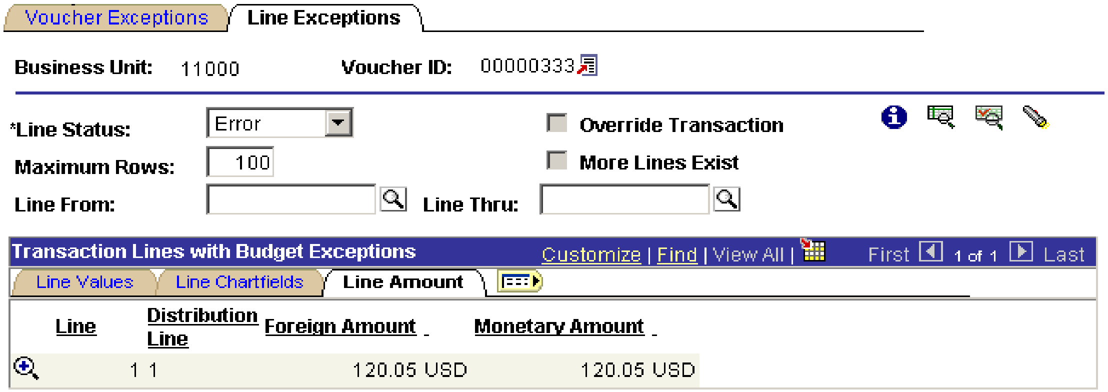
☐ More Lines Exist

Transaction Lines with Budget Exceptions
Customize | Find | View All |
First 1 of 1 Last
Line Values
Line Chartfields
Line Amount

Line	Distribution Line	Account	Operating Unit	Dept	Fund Code	Class	Program Code
1	1	602065	110	1000	001		

Line Exceptions Tab: Line Amount

The Line Amount displays the monetary amount for the voucher lines with exceptions.



Voucher Exceptions
Line Exceptions

Business Unit: 11000 **Voucher ID:** 00000333

*Line Status: Error

Maximum Rows: 100

Line From: Line Thru:

☐ Override Transaction

☐ More Lines Exist

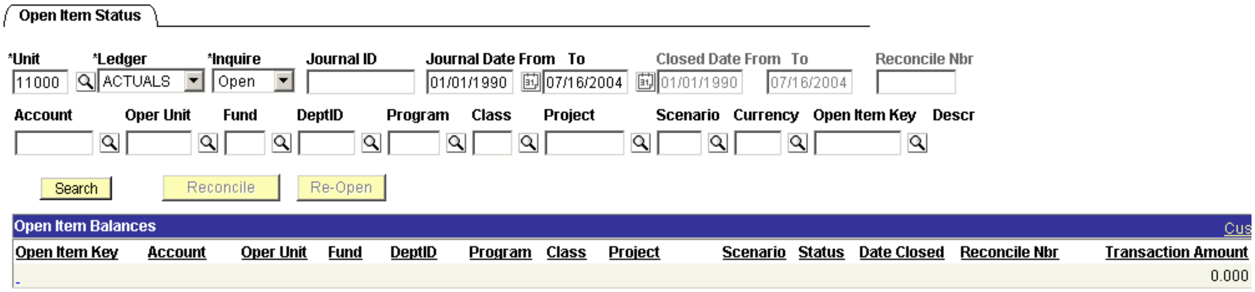
Transaction Lines with Budget Exceptions
Customize | Find | View All |
First 1 of 1 Last
Line Values
Line Chartfields
Line Amount

Line	Distribution Line	Foreign Amount	Monetary Amount
1	1	120.05 USD	120.05 USD

REVIEWING OPEN ITEM STATUS

The Open Item feature in PeopleSoft allows you to monitor the balance of your Interdepartment Receivable accounts by agency and fund.

Navigation: *General Ledger, Open Items, Review Status Online*

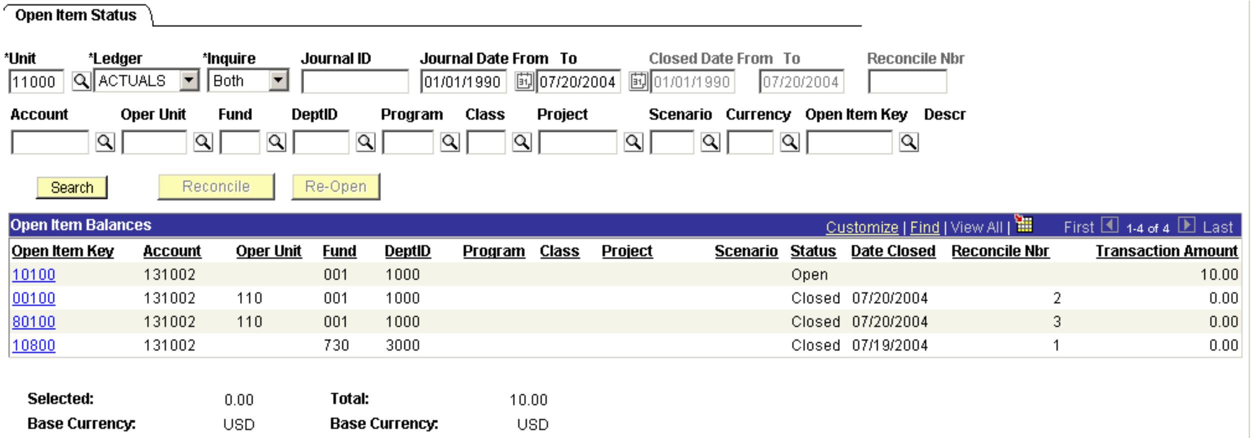


*Unit: 11000
*Ledger: ACTUALS
*Inquire: Open
Journal ID:
Journal Date From: 01/01/1990 To: 07/16/2004
Closed Date From: 01/01/1990 To: 07/16/2004
Reconcile Nbr:
Account: Oper Unit: Fund: DeptID: Program: Class: Project: Scenario: Currency: Open Item Key: Descr:

Open Item Balances

Open Item Key	Account	Oper Unit	Fund	DeptID	Program	Class	Project	Scenario	Status	Date Closed	Reconcile Nbr	Transaction Amount
-												0.000

Enter account number 131002 in the Account field and hit Search. Since the Inquire status defaults to "Open", which will retrieve the unpaid balance for each billed agency. By changing the status to "Both", we can see all the activity.



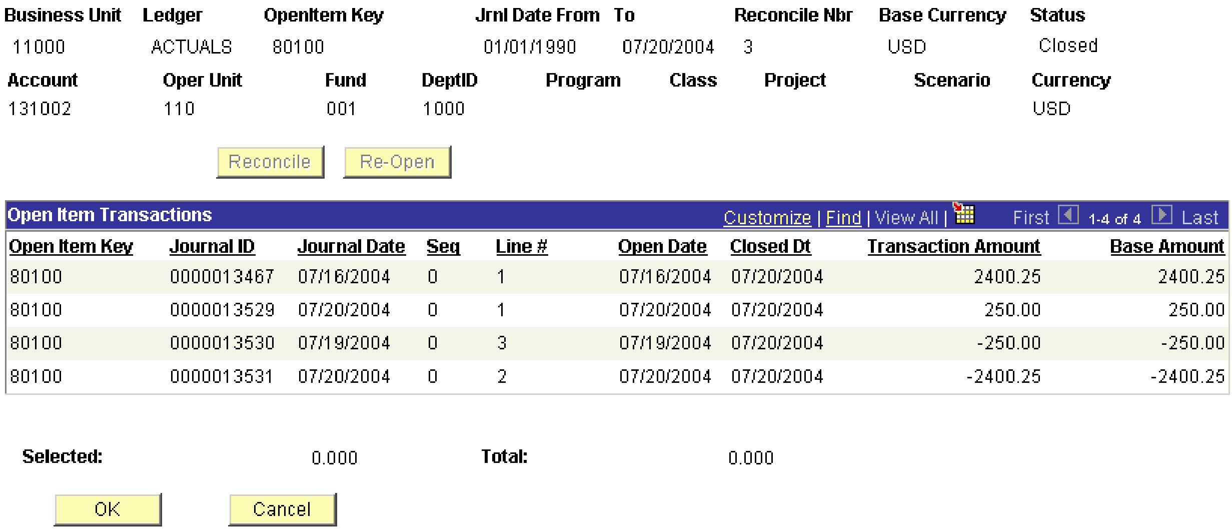
*Unit: 11000
*Ledger: ACTUALS
*Inquire: Both
Journal ID:
Journal Date From: 01/01/1990 To: 07/20/2004
Closed Date From: 01/01/1990 To: 07/20/2004
Reconcile Nbr:
Account: Oper Unit: Fund: DeptID: Program: Class: Project: Scenario: Currency: Open Item Key: Descr:

Open Item Balances

Open Item Key	Account	Oper Unit	Fund	DeptID	Program	Class	Project	Scenario	Status	Date Closed	Reconcile Nbr	Transaction Amount
10100	131002		001	1000					Open			10.00
00100	131002	110	001	1000					Closed	07/20/2004	2	0.00
80100	131002	110	001	1000					Closed	07/20/2004	3	0.00
10800	131002		730	3000					Closed	07/19/2004	1	0.00

Selected:	0.00	**Total:**	10.00
Base Currency:	USD	**Base Currency:**	USD

By clicking on the Open Item key, you can drill to the activity associated with these items.



Business Unit	Ledger	OpenItem Key	Jrnl Date From	To	Reconcile Nbr	Base Currency	Status
11000	ACTUALS	80100	01/01/1990	07/20/2004	3	USD	Closed

Account	Oper Unit	Fund	DeptID	Program	Class	Project	Scenario	Currency
131002	110	001	1000					USD

Open Item Transactions

Open Item Key	Journal ID	Journal Date	Seq	Line #	Open Date	Closed Dt	Transaction Amount	Base Amount
80100	0000013467	07/16/2004	0	1	07/16/2004	07/20/2004	2400.25	2400.25
80100	0000013529	07/20/2004	0	1	07/20/2004	07/20/2004	250.00	250.00
80100	0000013530	07/19/2004	0	3	07/19/2004	07/20/2004	-250.00	-250.00
80100	0000013531	07/20/2004	0	2	07/20/2004	07/20/2004	-2400.25	-2400.25

Selected: 0.000 **Total:** 0.000

The status of “Closed” indicates that all the activity for this agency has been paid. Because the reconciliation process is run automatically, the “Reconcile” and “Re-Open” buttons have been greyed out.